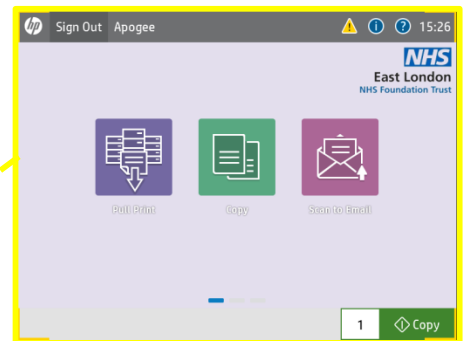# HP Safecom User Guide

- **How to Enable your Smartcard**
- **How to Release Print Jobs**
- **How to Scan to Email**
- **How to Copy**
- **Basic Maintenance**

ENABLING YOUR ID CARD

Before you can use the new Multi Function Device [MFD] you must enable your Smartcard.
You only need to do this once, and it can be done at any MFD.

1: Tap your Smartcard on the card reader located next to the print display.

2: You will be prompted to enter your Network Username & Password.
(This is the User Name use to log into your computer)
The password is case sensitive! Use uppercase & lowercase buttons where needed.

3: Press OK to confirm your settings. If you have entered the wrong information you will need to start again from Step 1.

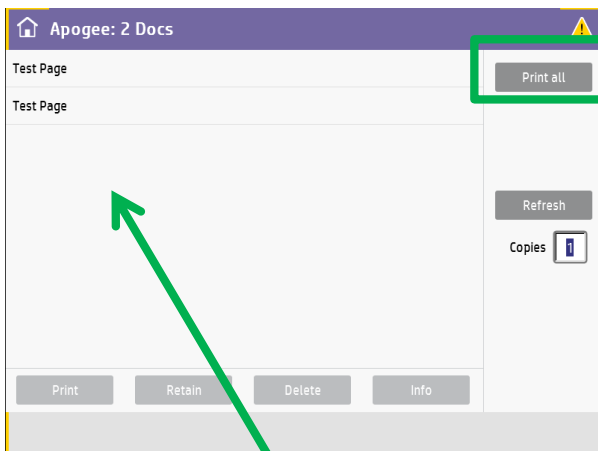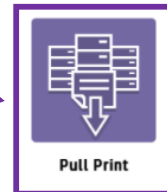4. You can use the pull-out keyboard to type if easier.
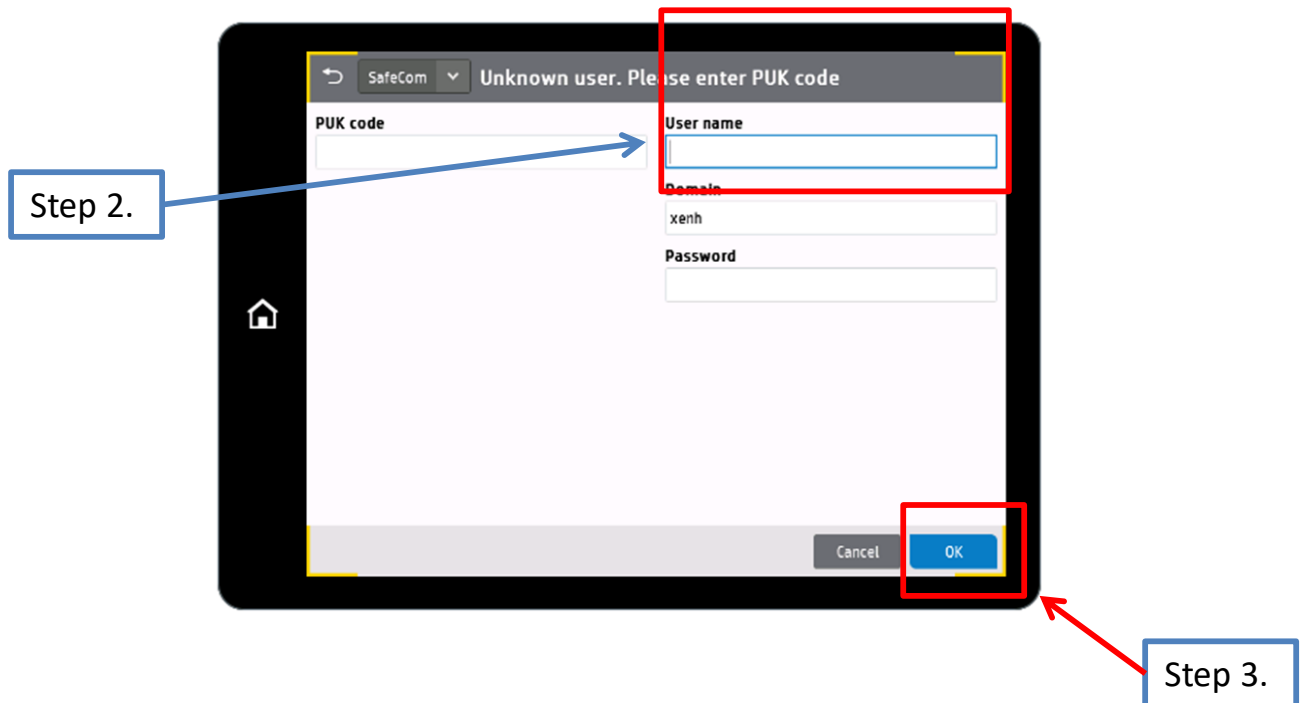
Once your card is enabled, you can login to any MFD by tapping your card.

HOW TO RELEASE PRINT JOBS

Tap your Smartcard on the card reader located next to the print display, then tap Pull Print.

Pull Print

Apogee: 2 Docs

Test Page

Test Page

Print all

Refresh

Copies 1

Print   Retain   Delete   Info

Tap Print all to automatically print all documents.

Tap on your required job to print. Then tap the Print button. You can also Delete any jobs not required.

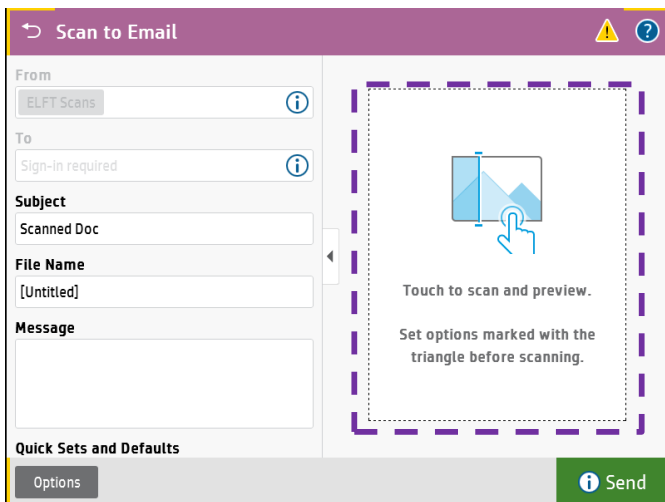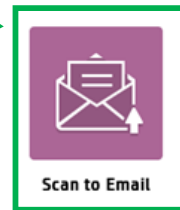The following confirmation box will appear; tap ok.

APOGEE.SUPPORT: 3 Docs

Test Page

Pages:	1	Price:	
Color:	No	Duplex:	Yes
Date:	12.12.2017	Time:	16:00:33
Size:	80.00 kB		
Driver:	HP Universal Printing PCL 6 (v6.5.0)		

OK

<

>

PLEASE REMEMBER TO LOG OUT WHEN FINISHED
Tap the homescreen icon 🏠 then tap sign out at the top of the screen

HOW TO SCAN TO EMAIL

Tap your Smartcard on the card reader located next to the print display. Tap Scan to Email.
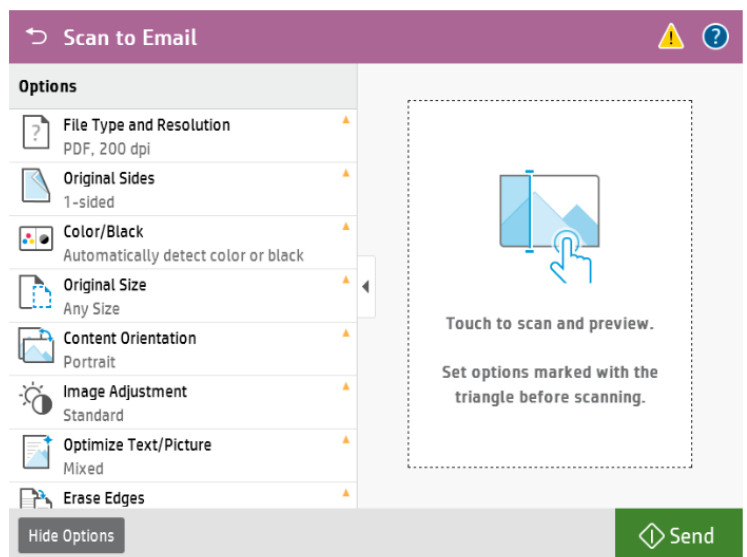
Scan to Email

Scan to Email

From
ELFT Scans

To
Sign-in required

Subject
Scanned Doc

File Name
[Untitled]

Message

Quick Sets and Defaults
Options

Touch to scan and preview.

Set options marked with the triangle before scanning.

Send

Tap Screen to Scan and Preview

Tap Send

Tap Options to select any additional scan settings.

Select any additional Settings. Tap Hide to go back or **Send** to start scanning

Scan to Email

Options

File Type and Resolution
PDF, 200 dpi

Original Sides
1-sided

Color/Black
Automatically detect color or black

Original Size
Any Size

Content Orientation
Portrait

Image Adjustment
Standard

Optimize Text/Picture
Mixed

Erase Edges

Hide Options

Touch to scan and preview.

Set options marked with the triangle before scanning.

Send

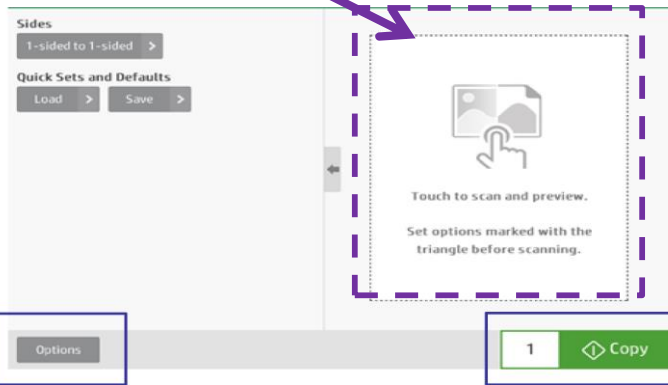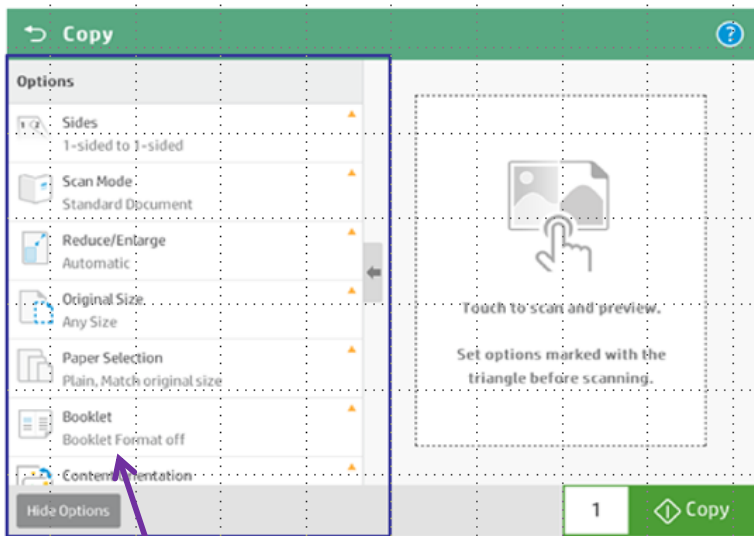*PLEASE REMEMBER TO LOG OUT WHEN FINISHED*
Tap the homescreen icon 🏠 then tap sign out at the top of the screen

HOW TO COPY

Tap your Smartcard on the card reader located next to the print display. Tap Copy.

Copy

Tap Screen to Scan and Preview.

Sides
1-sided to 1-sided >

Quick Sets and Defaults
Load >   Save >

Touch to scan and preview.

Set options marked with the triangle before scanning.

Tap Options to select any copy settings.

Options

1   ◇ Copy

Tap Copy.

↩ **Copy**   ⑦

Options

Sides
1-sided to 1-sided

Scan Mode
Standard Document

Reduce/Enlarge
Automatic

Original Size
Any Size

Paper Selection
Plain, Match original size

Booklet
Booklet Format off

Content Orientation

Hide Options

Touch to scan and preview.

Set options marked with the triangle before scanning.

1   ◇ Copy

Press Copy

Scroll up and down with your fingers for more options

PLEASE REMEMBER TO LOG OUT WHEN FINISHED
Tap the homescreen icon ⌂ then tap sign out at the top of the screen

Tap to the second page on the home screen . Some users will not see all options pictured
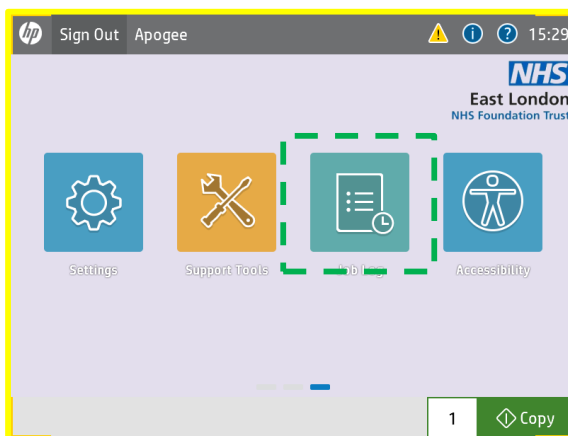
Tap Job log button

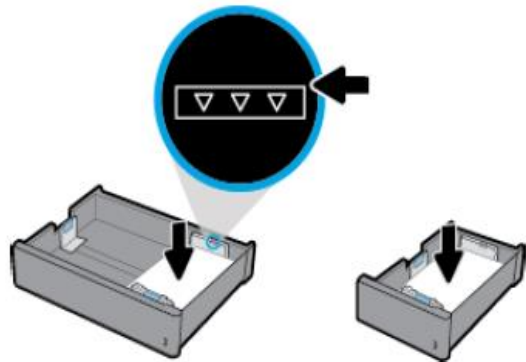Select the job in the list to give the option to cancel or delete
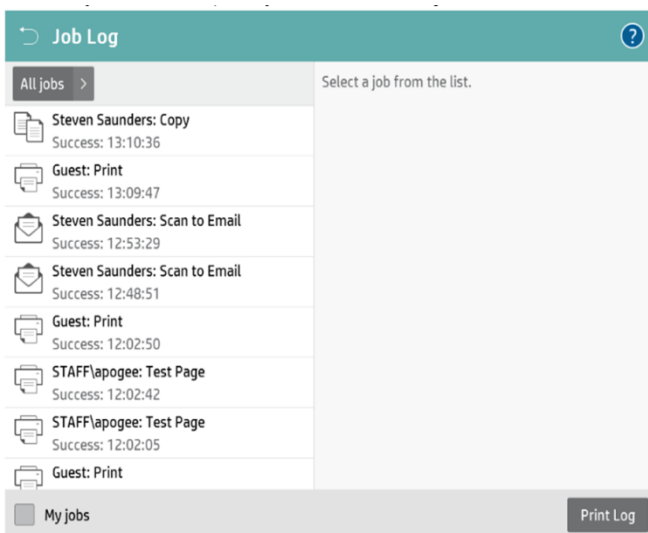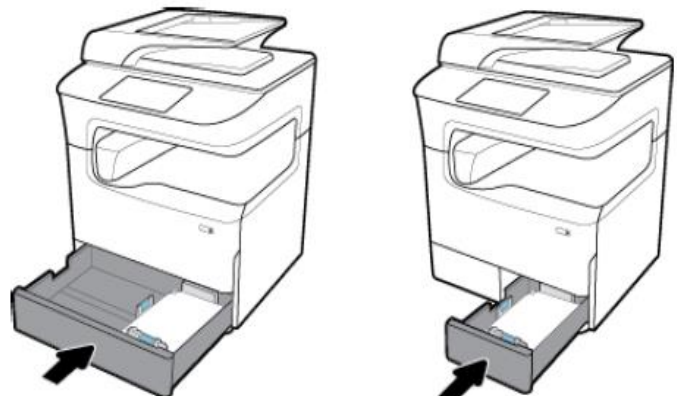
LOADING PAPER TRAYS
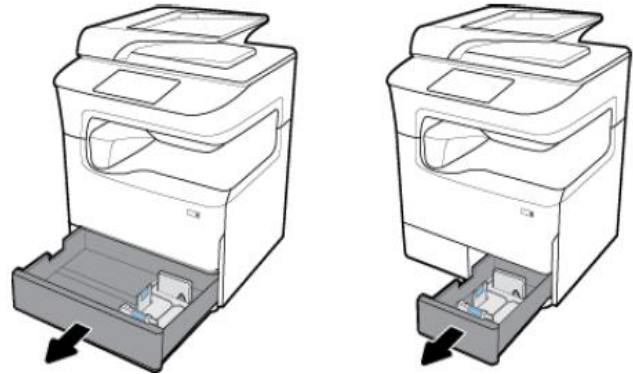
❶ Open the drawer

❷ Undo the guides
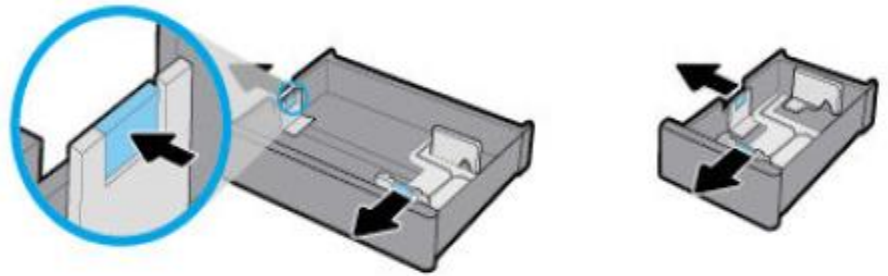
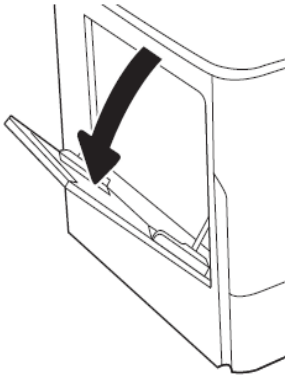**❸** Close the guides, ensure the Paper is not above the stack height indicator
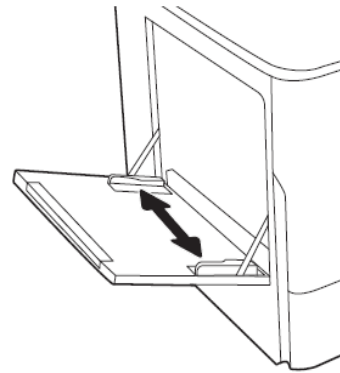
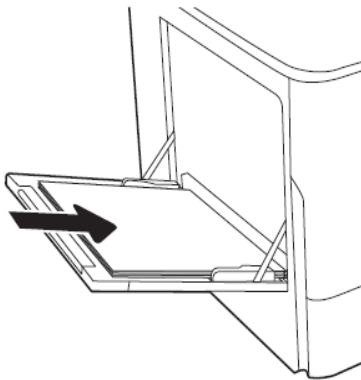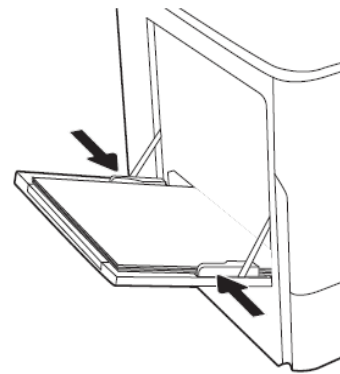**❹** Close the drawer

LOADING THE BYPASS/ MULTI PURPOSE PAPER TRAY

❶ Open the multi purpose tray

❷ Adjust the paper width guides to your paper size

❸ Insert your paper into the tray
Print side down for single sided
Print side up for double sided

❹ Adjust the guides so that the touch the paper stack but do not bend it

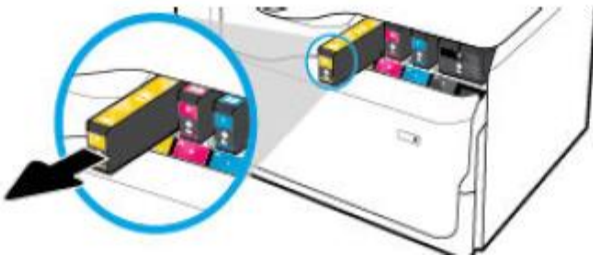❺ Remember to select the multipurpose tray as your paper Source in printer properties before sending print
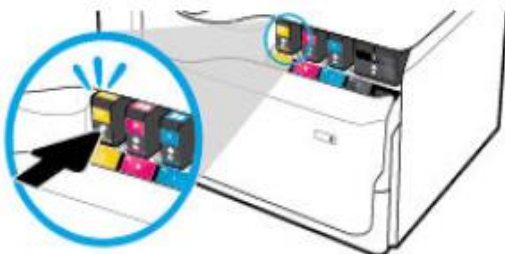
REPLACING TONER CARTDRIGES (INKJET)

① Open the Toner Replacement cover.

② Push the old cartridge inwards to release it
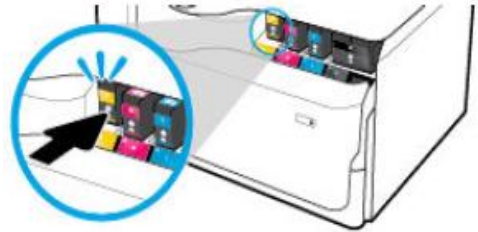
③ Pull out the toner cartridge.

④ Do not touch the contacts on the new cartridge

⑤ Insert the new cartridge .It will Click into place
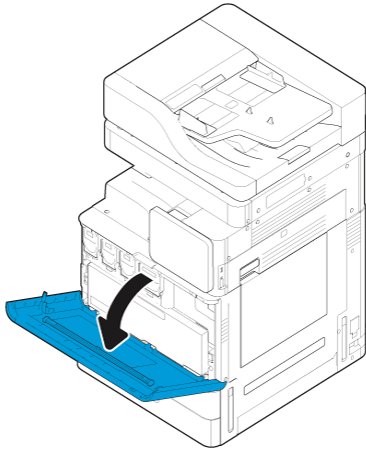
⑥ Close the door
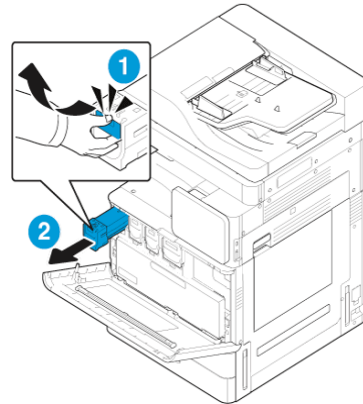
.
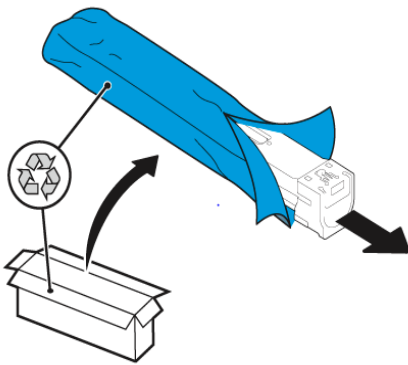
This procedure is for inkjet models only

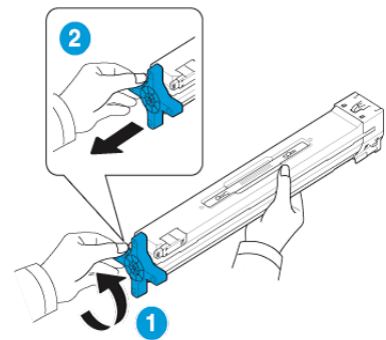# REPLACING TONER CARTDRIGES (LASER)
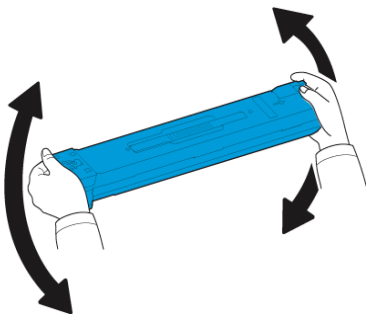
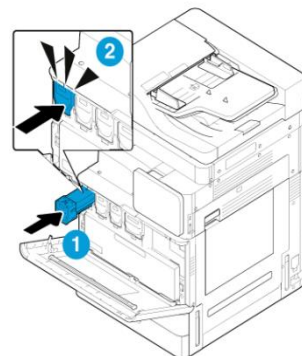**1** Open the front cover

2 Pull out the empty toner

3 Remove new cartridge from packaging

4 Rotate the end cap anti-clockwise until it releases

5 Rock cartridge 5/6 times

6 Insert cartridge and click Into place. Close the door.

Screens indicating the locations of paper jams and instructions on how to clear the paper jam will appear on the touch panel display.
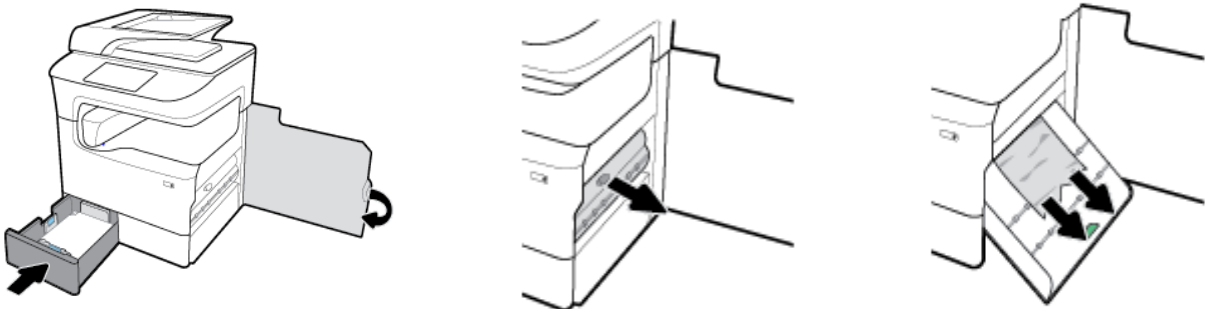
The screen repeatedly appears on the touch display until the paper jam is entirely cleared.

Examples of where a jam can occur are below.

❶ for LaserJet models

❷ for inkjet models

Once the jam is fully cleared the device will resume printing