Multifunction Device Display Overview

1. Card reader integration pocket present card for authentication
2. Color touchscreen graphical display
3. Home button returns the display to home screen

Copy
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.
- Touch the Start button to start a copy job.
- To customize settings, touch Copy and then touch the individual options. Touch More Options to set other options.
- Touch this button to display the network address for the product.
- Touch this button for assistance on any screen.
- Touch this field to change the number of copies.
- Touch the up or down arrows on the scroll bar to see the list of available features.
- Open product functions with these buttons.

Fax
Send a document to one or more fax numbers.

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
- Touch Fax.
- Use any of the following methods to select a fax number:
  - Touch the Fax Number field to open the keypad and manually enter a fax number.
  - Select a speed dial number.
- Touch More Options to set other options.
- Touch Start.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

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

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
- Touch E-mail button.
- From text box and To text box are prefilled with your e-mail address.
- Touch the Subject: text box to open the keyboard. Type the text.
- Touch More Options to set other options.
- Touch Start.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Job Status
Check on active and completed jobs.

- Touch Job Status. The active tab displays all current jobs/ Users/Status information.
- To view all current jobs, touch Job Status.
- To view a specific job, touch the job name and touch Details.
- To cancel a specific job, touch the job name and touch Cancel Job.
- To view completed jobs, touch the Job Log tab.
- To view a specific completed job, touch the job name and touch Details.
- For a copy of the Job Log, touch Print Log.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Quick Sets
Access preset job options for commonly used jobs

- Touch this button to clear any changes and return to the default settings.
- Touch this button to sign in for access to secured features.
- Touch the Start button to start a copy job.
- Touch this button to put the product into Sleep mode.
- Touch this button to display the network address for the product.
- Touch this button for assistance on any screen.
- Touch this field to change the number of copies.
- Touch the up or down arrows on the scroll bar to see the list of available features.
- Open product functions with these buttons.

Trays
Check the status of the trays

- Touch the Start button to return to the Home screen.

Administration
Manage the product.

- Touch this button to return to the Home screen.

Device Maintenance
Maintenance used by service personal

More Help www.hpusertraining.com/merckgroup/Portal

Select one of the available options

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