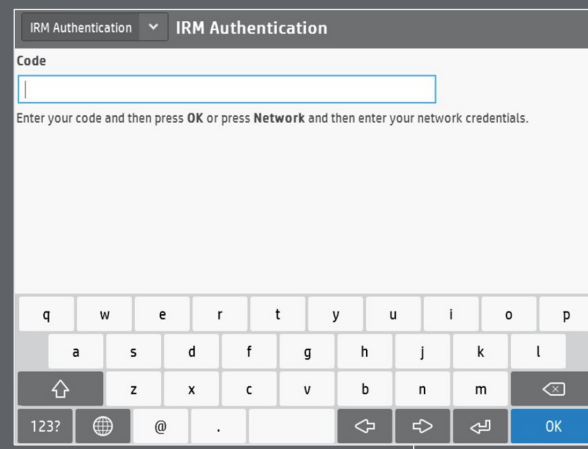


# HP Access Control

## Secure authentication simplified



### Authentication

To log in:

- 1 Tap any app icon
- 2 Enter your user code and tap **OK** to log in

To log out, either:

- Press **Reset** or
- Tap **Sign out**



Swipe left and right to access additional apps

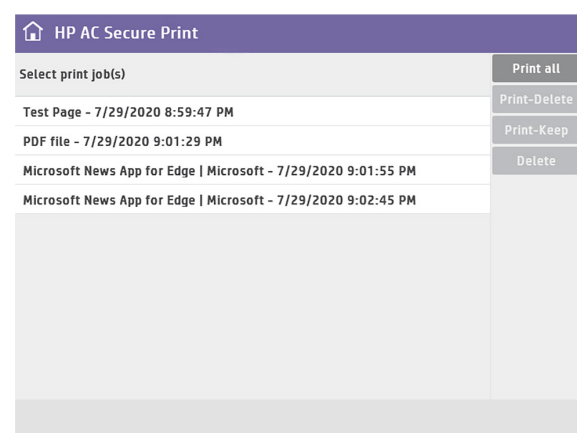
Touch the screen to access print apps

Use help and information to view a list of help topics for any function you are currently using

Tap here to select the number of copies



### HP Access Control Print



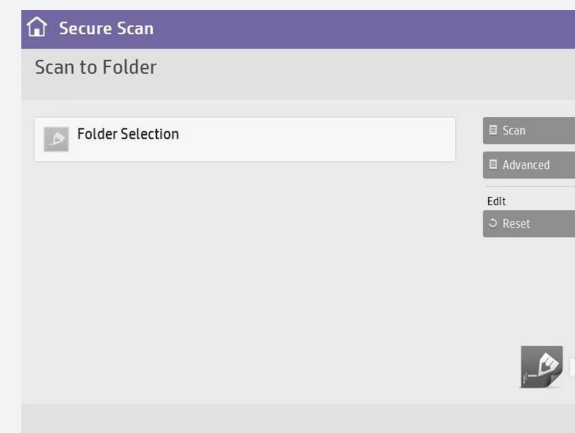
- 1 Print your job to the pull print queue.
- 2 Log in with your user code as described in "Authentication" above.
- 3 Touch the **HP AC Print** button on the control panel. The system will display a list of your available print jobs, along with various options:
  - Tap **Print-Keep** if you want the 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 an item from the list, and then tap **Delete** to remove the selected item 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 or finishing, if not available in the hardware.



### HP Access Control Scan

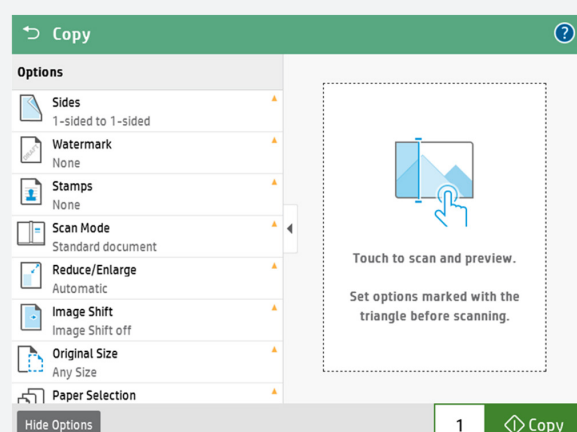


- 1 If authentication is required, log in with your user code as described in "Authentication" above.
- 2 Place the original document on the flatbed or ADF.
- 3 Touch the **HP AC Scan** button on the control panel.
- 4 Select the destination folder.
- 5 Press the **START** key.

**NOTE:** Functionality can vary depending on the deployed workflow.



### Copy

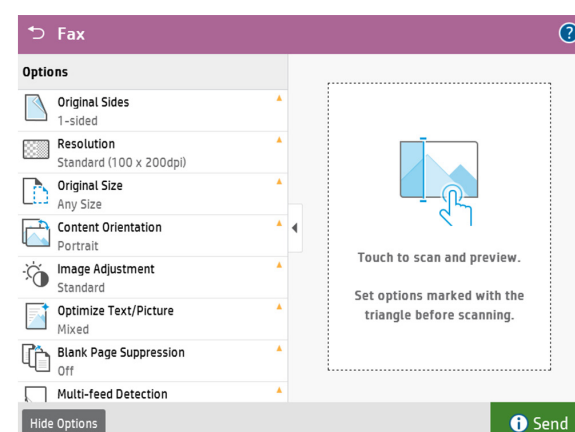


- 1 If authentication is required, log in with your user code as described in "Authentication" above.
- 2 Place the original document on the flatbed or ADF.
- 3 Touch **Copy**.
- 4 Change settings as necessary. Touch **Options** to change advanced settings, such as two-sided, orientation, finishing, and job build.
- 5 Press the **START** key or touch **Copy**.

**NOTE:** The Copy feature is standard on this device, and made more secure by HP Advance.



### Fax



- 1 If authentication is required, log in with your user code as described in "Authentication" above.
- 2 Place the original document on the flatbed or ADF.
- 3 Touch **Fax**.
- 4 Use the keypad to type in the fax number. If required, add the dial prefix (for example, "9"). Add multiple numbers by pressing the down arrow beside the number entered.
- 5 Touch the **Options** to change other advanced settings, such as resolution, notification options, and two-sided.
- 6 Press the **START** key or touch **Send**.

**NOTE:** For fax-capable devices, the Fax feature is made more secure by HP Advance.

**NOTE:** Devices are configured to send faxes in FINE mode (200 x 200 dpi) by default. This can be temporarily changed under **Options**.

**NOTE:** By default, devices will print a notification page indicating the success or failure of the fax job. This print includes a thumbnail of the first page. If you wish to redirect the notification to your email in-box, authenticate with your badge prior to touching **Fax** and select **Email** as the option under **Options > Notifications**.