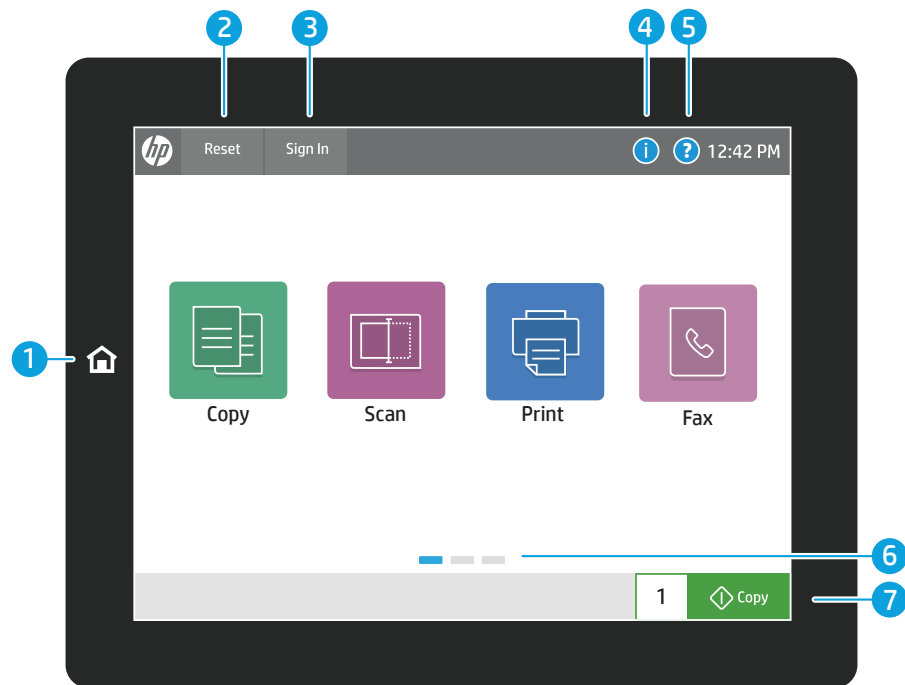


hp Use the Control Panel



- 1 Touch the **Home** button to return the printer to the Home screen.
- 2 Touch the **Reset** button to resume paused jobs and return the printer to a fresh state.
- 3 Touch the **Sign In** (or **Sign Out**) button to sign in or out for access to secured features.
- 4 Touch the **Information** button to access information about the wireless or ethernet information, Wi-Fi Direct, sleep settings, the printer's fax number or HP Web Services.
- 5 Touch the **Help** button for assistance on any screen.
- 6 Swipe the screen left or right to scroll between pages.
- 7 Touch the **Copy** button to start a copy job and change the number of copies.

Copy

Copy documents using image preview, change settings, and create, save and load saved Quick Sets.

Scan

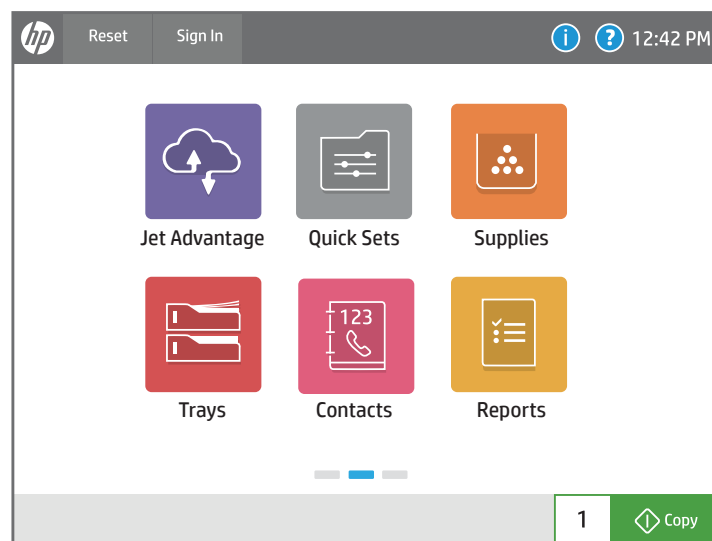
Scan includes Scan to Email, Scan to Network Folder, Scan to USB Drive, Scan to Job Storage, and Scan to SharePoint®.

Print

Print a document from job storage, and from a portable USB flash drive.

Fax

Scan and send a document to a **Fax** machine.



HP JetAdvantage

Access **HP JetAdvantage** solutions, including Security solutions, Management solutions, Workflow solutions, and Mobile Printing solutions.

Quick Sets

Saved **Quick Sets** are stored and configured on the EWS to print, e-mail, copy, scan, and fax jobs.

Supplies

Check the status of **Supplies** and kits.

Trays

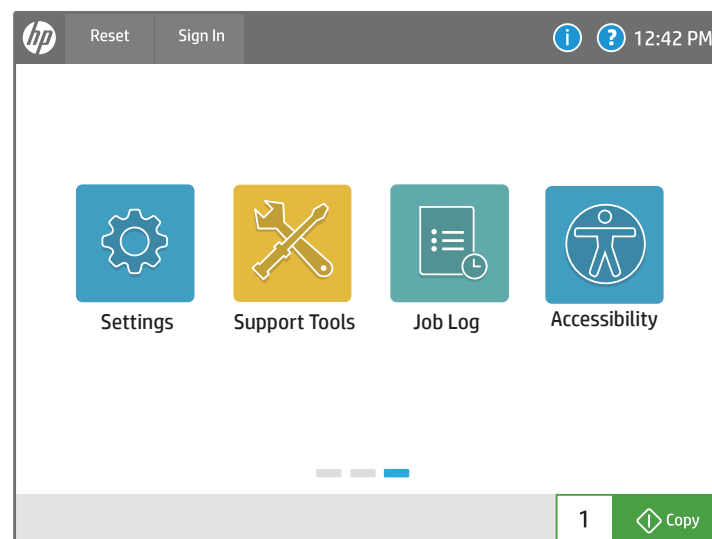
View the status of paper **Trays** and configure the paper type and size.

Contacts

Create and manage **Contacts** for Scan to Email or fax jobs.

Reports

View and print **Reports** related to the printer, such as the configuration page.



Settings

View and manage printer **Settings**, including copy/print, scan/digital send, fax, supplies and networking.

Support Tools

Use **Support Tools** to troubleshoot, perform maintenance, and access the Service menu.

Job Log

View or print a list of completed jobs and view job details.

Accessibility

Accessibility options allow users with visual or dexterity challenges to change the printer control panel to **High Contrast**, **Invert colors** and **Screen Zoom** for better visibility.

Screen Reader and **Sound Volume** features are available for users who have installed the HP Accessibility Assistant (2MU47A).



How To Use The HP Enterprise Control Panel



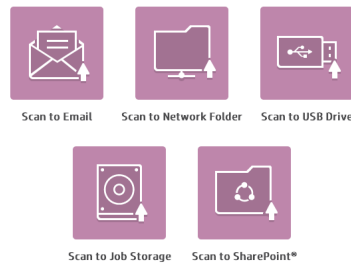
Copy

Select this button to open the copy app.



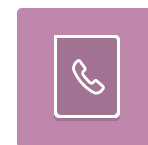
Scan

Select this button to view all scan apps.



Print

Select this button to view all Print From apps.



Fax

Select this button to open the fax app.



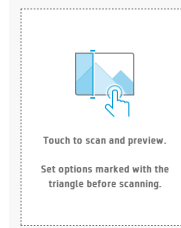
Quick Sets

Select this button to view any shortcut apps.



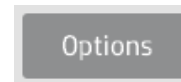
Trays

Select this button to change tray settings.



Select this button to preview images before being copied or scanned on the panel. Using this will initiate scanning of your documents for previewing.

- View multiple pages
- Zoom in on selected page
- Rotate selected page
- Delete selected page
- Move selected page left
- Move selected page right
- Add additional pages
- Discard image preview



Select this button to view additional app options.



Select this button to open address book for app.



Select this button to pause current job



Select this button to view active jobs



Select this button to view help guides



Select this button to view machine information



Select this button to view machine warnings - Empty trays, Low toner, etc



Select this button to view attention stop warnings - Requires immediate attention

Copying Only Options

Sides 1-sided to 1-sided	Select this to change original sides and copy sides
Quality Level Professional	Select this to change copy quality - PageWide Only
Staple/Hole Punch Staple: None, Hole Punch: None	Select this to change stapling and or hole punch options
Watermark Secret	Select this to add a watermarks to copies
Stamps None	Select this to add a stamps to copies
Reduce/Enlarge Automatic	Select this to change scaling of copies
Image Shift Image Shift off	Select this to shift the copy images
Paper Selection Plain, Match original size	Select this to change what paper tray to use
Output Bin Automatically select	Select this to change the output bin

Scanning Only Options

File Type and Resolution PDF, 200 dpi	Select this to change file type and resolution
Original Sides 1-sided	Select this to change how many sides originals have
Cropping Options Do not crop	Select this to have the device auto crop to the image
Automatically Straighten Off	Select this to have the device straighten the images
Blank Page Suppression Off	Select this to have the device remove the blank pages
Create Multiple Files Off	Select this to have the device create multiple files

Standard Options

Color/Black Automatically detect	Select this to change color modes
Image Adjustment Standard	Select this to adjust output pages
Optimize Text/Picture Mixed	Select this to tell device what type of original you are scanning
Erase Edges Do not erase edges	Select this to have the device remove blank edges
Multi-feed Detection On	Select this to disable multifeed detection (Flow Models Only)