

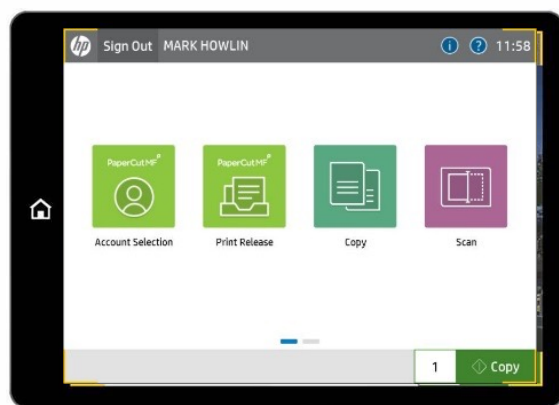


# Using Your HP Printer



To log in swipe your **UCard** in the card reader – Please **Logout** when finished.

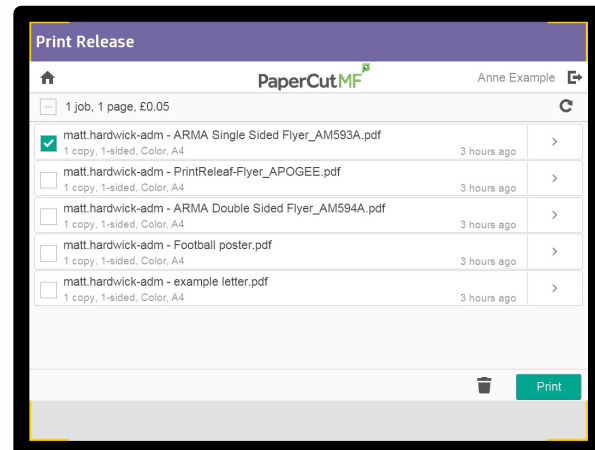
## Collect Prints



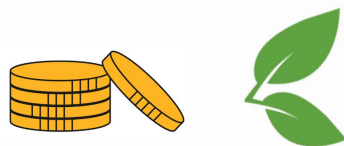
Print Release

Press **Print** release on the home screen

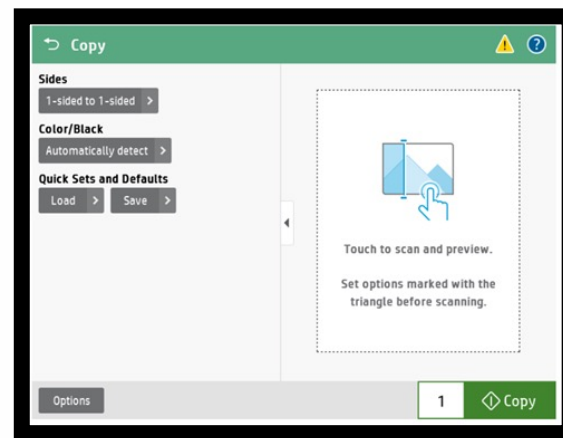
- See your list of **Prints**.
- **Select all** then **Print** will release all prints.



Delete unwanted prints using the **Bin** icon to save money and paper.



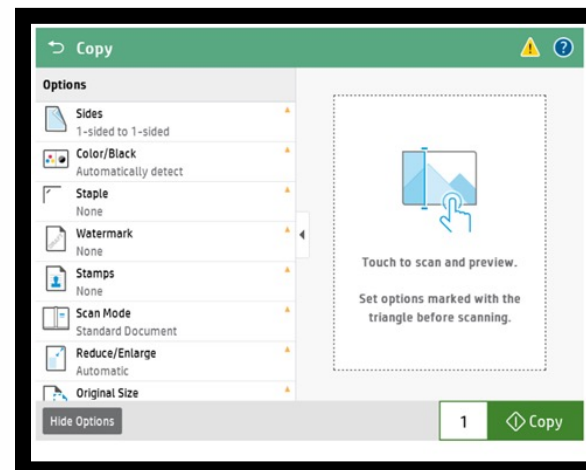
## Make Copies



Copy

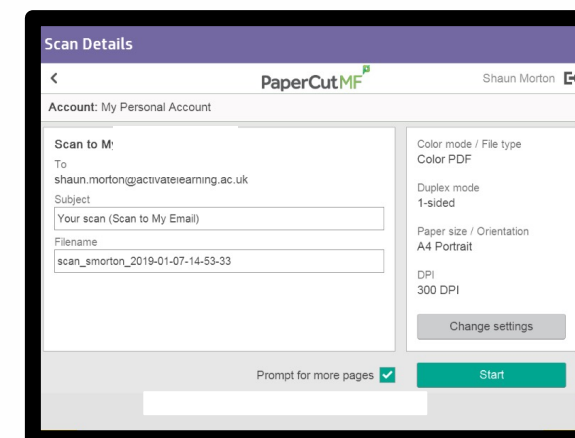
Press **Copy** on the home screen

- Place your documents in the feeder or glass.
- Press **Options** for more choices.



- Select how many copies and press **Copy**.

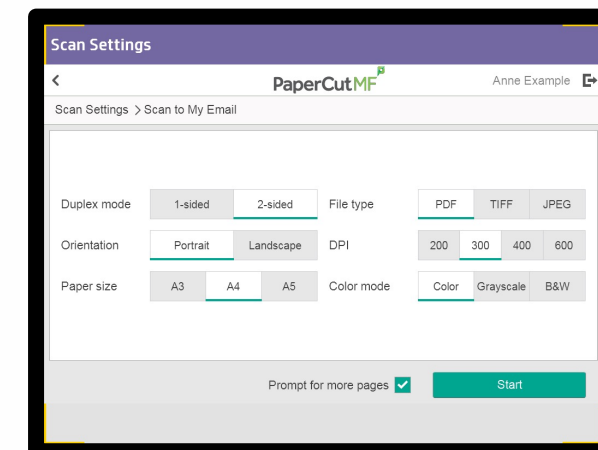
## Scan Documents



Scan

Press **Scan** from the home screen

- Place your documents in the feeder / on the glass.
- Select **Scan to Email** or **Scan to Google Drive**.
- Press **Change Settings** to select 2 sided.



- Press **Start** to send a scan to your e-mail.

