

## 6i

Staff Printing –  
Scan and Copy on HP

## How do I scan a document and send it to my email?

On an HP printer, scan your University ID card to login, and then select **E-mail**. You can either use the **Flatbed Scanner** or the **Automatic Document Feeder** (ADF).

The **Flatbed Scanner** is located near the touchpad for the printer

- Lift the top lid of the device to reveal the scanner
- Place your document on the scanner using the guidelines provided, and then gently close the lid
- Press the **green** button on the keypad to start the scan
- Press **OK** once the device states the job as successful
- Your document will now be sent to your Warwick email
- **Scan your University ID card to log out of the printer**

The **Automatic Document Feeder** is located on top of the device, for use with paper documents only. There are guidelines set to ensure the paper is scanned correctly.

- Remove any staples from the document
- Place the page(s) on the Automatic Document Feeder, ensuring they're face-up
- Press the **green** button on the keypad to start the scan
- Once the pages have been scanned select **Finish**
- Your document will now be sent to your Warwick email
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## Can I send multiple pages in one email using the Flatbed Scanner?

On an HP printer, scan your University ID card to login, and then select **E-mail**.

- Place your document on the scanner using the guidelines provided, and then gently close the lid
- Select **More Options** at the bottom of the copy screen
- Use the **on screen** downward arrow key to access the third page of options
- Select **Job Build**, followed by **Turn on Job Build**, and then **OK**
- Now continue to scan as normal, using the **green** button for each job segment
- After scanning the last segment, touch **Finish** to process the entire job
- Your Document will now be sent to your Warwick email
- **Scan your University ID card to log out of the printer**

## Which email address can I send it to?

You can only send a document to your own Warwick email address. It is not possible to scan a document and manually enter another email address. The device automatically inserts your Warwick email address.

**This function will only send documents to YOUR Warwick email address.**

## What file type will it send in?

Your documents can be sent in a variety of file types, including; **PDF**, **JPEG** and **TIFF**. The default file type is set to **PDF**, but you can change this by selecting **More options** or **Scan settings** at the bottom of the screen.

## Can I scan in colour?

To change the colour settings select **More options** on screen, press the downward arrow key to select **Colour/Black**, and then choose either **Colour** or **Black/Grey**.

## How long does it take to send?

The device will begin to process and send the email once the **green** button has been pressed. It must scan the document and then package it into an email, then send it to you. This is a short process but may take longer if you choose to send in colour, double-sided, or scanned multiple pages.

## How do I copy?

Before you start copying, ensure you have enough printing credits.

- Go to a HP device and log in
- Press **Copy** on screen
- Once you are on the copy screen, place your document either on the ADF (auto-document feeder) or Flatbed Scanner
- You can now insert a number using the keypad to choose how many copies you'd like
- Press the **green** button to start the copy
- **Scan your University ID card to log out of the printer**

## Can I copy colour documents and then print them black &amp; white?

**The default setting on printers for scanning is colour, for copying it is black & white.**

To print your colour document black & white;

- Firstly, press the **Copy** button
- Bottom left of the copy screen select the **Colour/Black** option
- Now select **Black**, then **OK**
- Press the **green** button to start the copy
- **Scan your University ID card to log out of the printer**

## Can I copy and print A3 size?

You will not be able to copy and print an A3 document on a HP printer, this option is only available on a Kyocera printer.



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