6d Printing –
Scan & Copy on HP

WARWICK

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
- Scan your University ID card to log out of the printer

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 the 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) to Flatbed Scanner
- You can now insert a number using the keypad to choose how many copies you would 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 & 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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