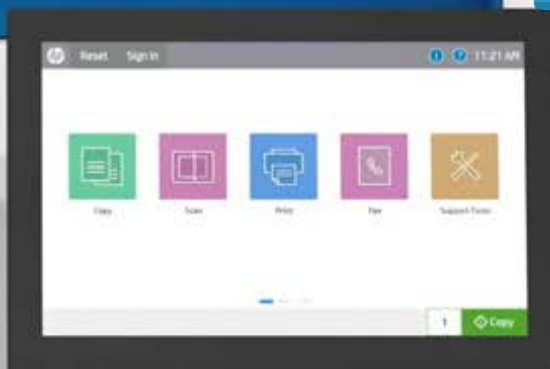


QUICKSTART USER GUIDE

HP
E87750dn
with
PaperCut



Sign Up to our Client Portal:
customer.apogee corp.com



For additional training support,
email: **training@apogee corp.com**

In This Guide

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Control Panel

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STAFF PRINTER SUPPORT

<https://northumbria.service-now.com/selfservice>

STUDENT PRINTER SUPPORT

<https://myportal.northumbria.ac.uk/>

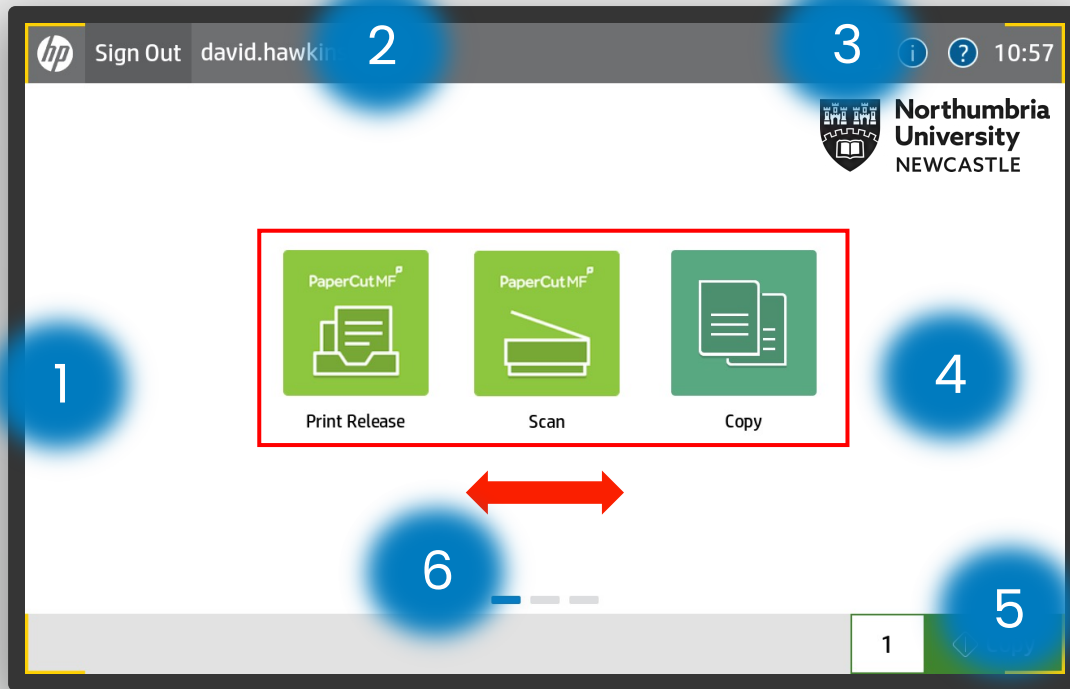
Hardware Overview



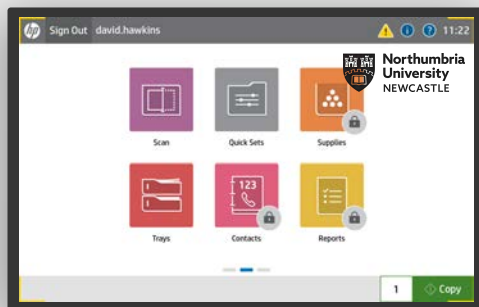
- | | |
|-------------------------------------|--------------------------------|
| 1. ADF – Automatic Document Feeder. | 5. Tray 1/Bypass Tray. |
| 2. PCP – Printer Control Panel. | 6. Toner Collection Unit Door. |
| 3. Exit Tray. | 7. Tray 2 and 3. |
| 4. Front Panel. | |

Control Panel Overview

In order to use the device, first login and use your finger to tap on the device function you require. You can also swipe left or right to reveal additional device functions.



Second Screen



Third Screen



1. Home Button
2. Reset and Sign In .
3. Help/Info and Clock information.

4. Device Functions
5. Quick Copy Function
6. Swipe Between Screens

STAFF PRINTER SUPPORT

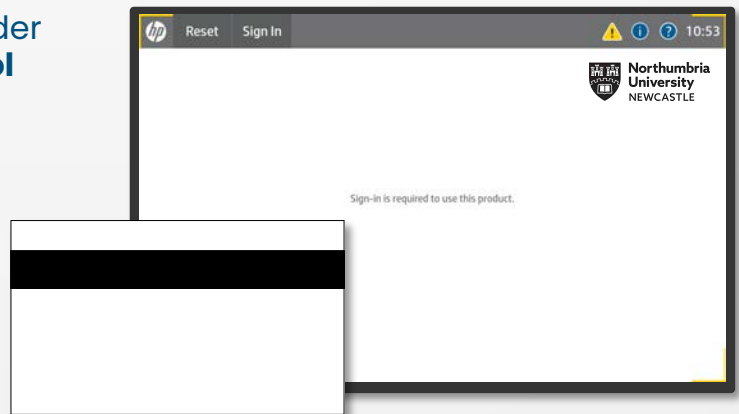
<https://northumbria.service-now.com/selfservice>

STUDENT PRINTER SUPPORT

<https://myportal.northumbria.ac.uk/>

Register Your ID Card

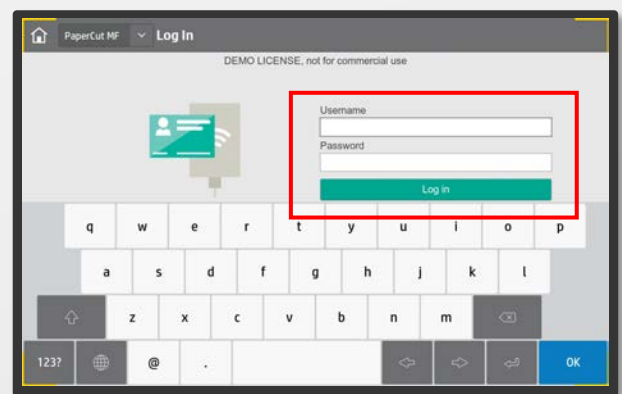
1. Tap your **ID Card** on the card reader located next to the **Printer Control Panel**.



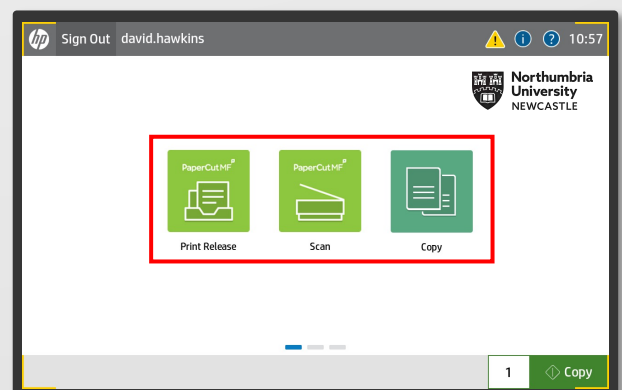
2. A message will appear saying that Papercut doesn't recognise the card which is normal

Enter your **Username & Password** then tap **OK** and **Login**.

PLEASE NOTE: This is usually the same **Username** and **Password** you use to log into your computer with.



3. You are now registered and can use your **ID Card** to login at any device with Papercut Installed.



STAFF PRINTER SUPPORT

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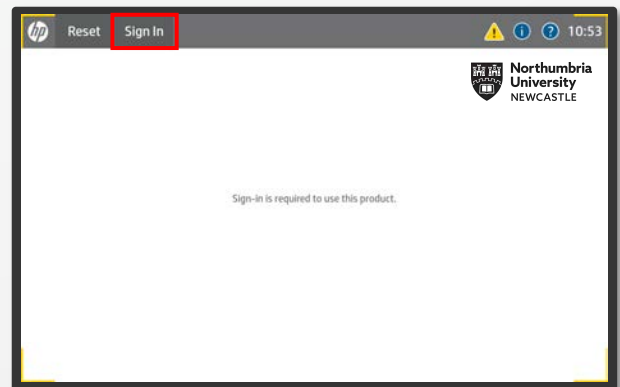
STUDENT PRINTER SUPPORT

<https://myportal.northumbria.ac.uk/>

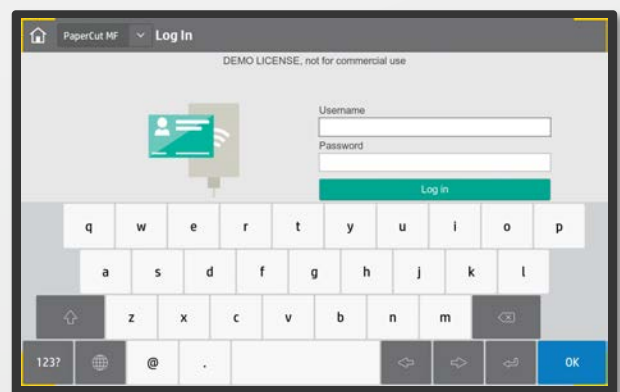
Login Without Your ID Card

1. If you have forgotten your **ID Card** you can still sign in manually.

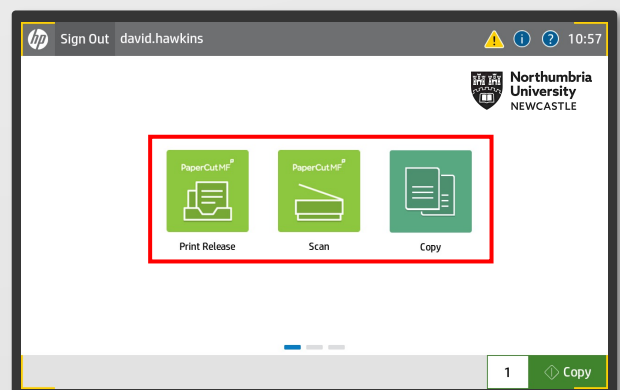
Tap **Sign In** on the **Printer Control Panel**.



2. Enter your **Username** & **Password** then tap **OK** and **Login**.



3. Use the device functions as needed.



STAFF PRINTER SUPPORT

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<https://myportal.northumbria.ac.uk/>

Sending A Print

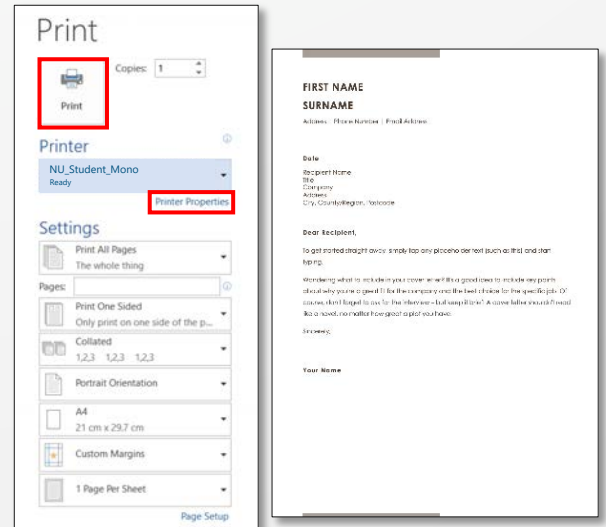
1. To print a document click **File>Print** or **Ctrl P** on your keyboard.

Select the required print queue for then click **Print**.

The print queues are:

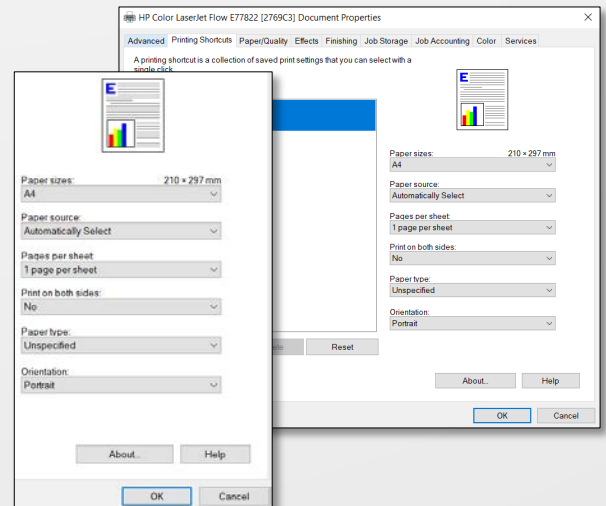
NU_Mono
NU_Colour

To change any settings select **Printer Properties**.

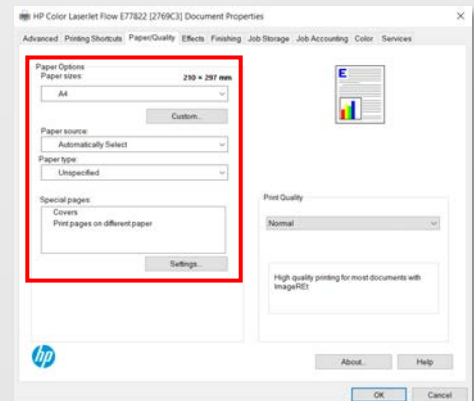


2. In the **Printing Shortcuts** tab you can change:

- Duplex Mode
- Tray Selection
- Paper size,
- Paper type
- Paper orientation



3. Click **Printer Properties – Paper/quantity** if you want to change paper settings (optional).



4. Click **OK** then **Print**. **Please Note:** Prints are held in the print queue for **24 hours**.

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STUDENT PRINTER SUPPORT

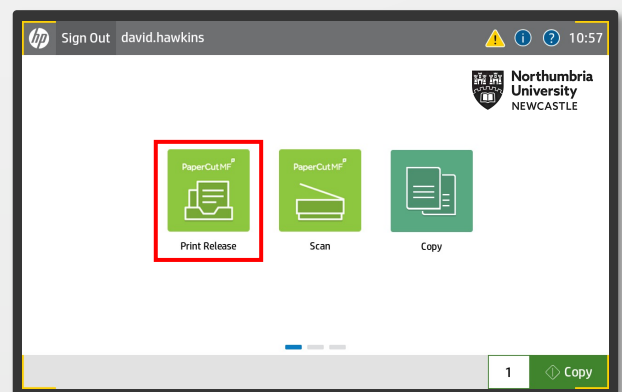
<https://myportal.northumbria.ac.uk/>

Print Release

1. Sign in using your ID Card



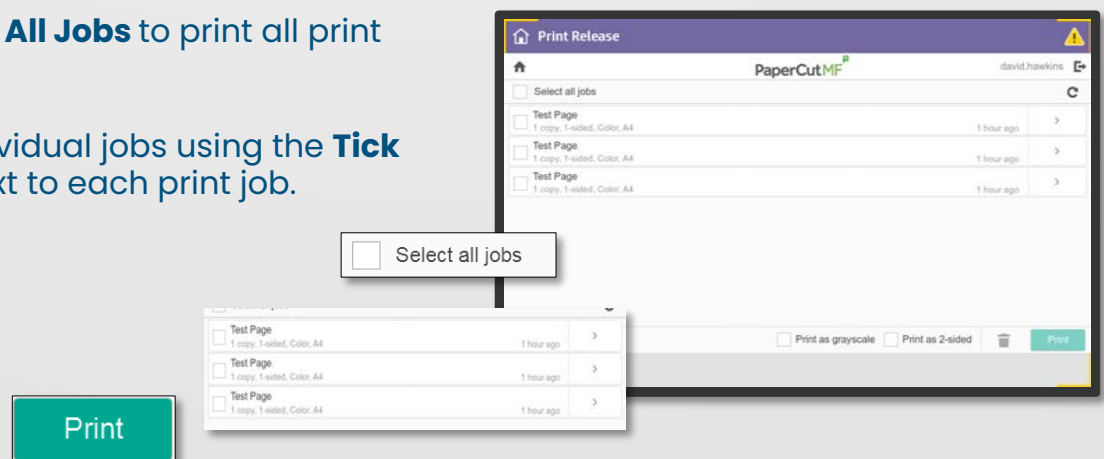
2. Select **Print Release** from the home screen options.



3. Use **Select All Jobs** to print all print jobs.

Select Individual jobs using the **Tick Box** ☐ next to each print job.

Tap **Print**.



STAFF PRINTER SUPPORT

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STUDENT PRINTER SUPPORT

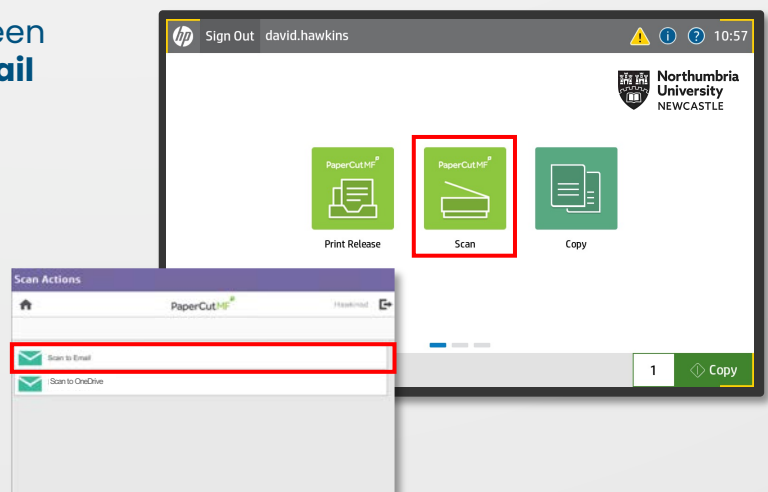
<https://myportal.northumbria.ac.uk/>

Scan To Email

1. Sign in using your ID Card



2. Select **Scan** from the home screen options, then select **Scan to Email** from the options.



3. Change the **Subject** (Scan to Email only) and **Filename**.

Change Settings:

Duplex Mode

Orientation

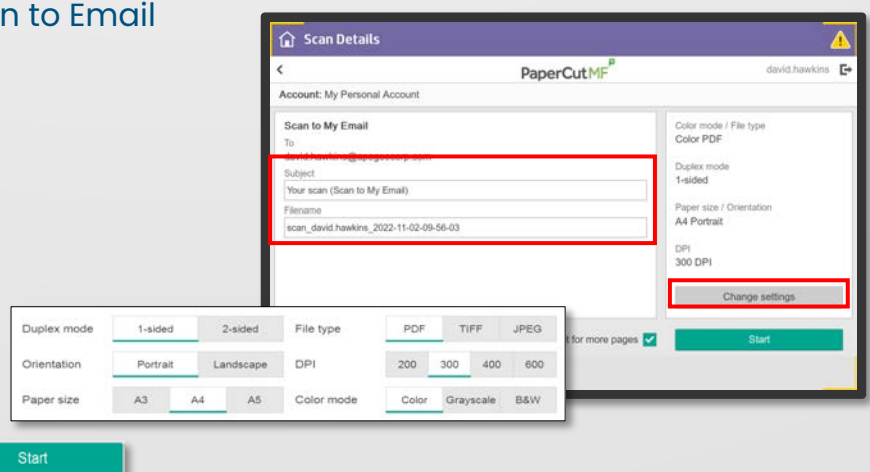
Paper Size

File Type

DPI

Colour Mode

Tap **Start** to **Send**.



STAFF PRINTER SUPPORT

<https://northumbria.service-now.com/selfservice>

STUDENT PRINTER SUPPORT

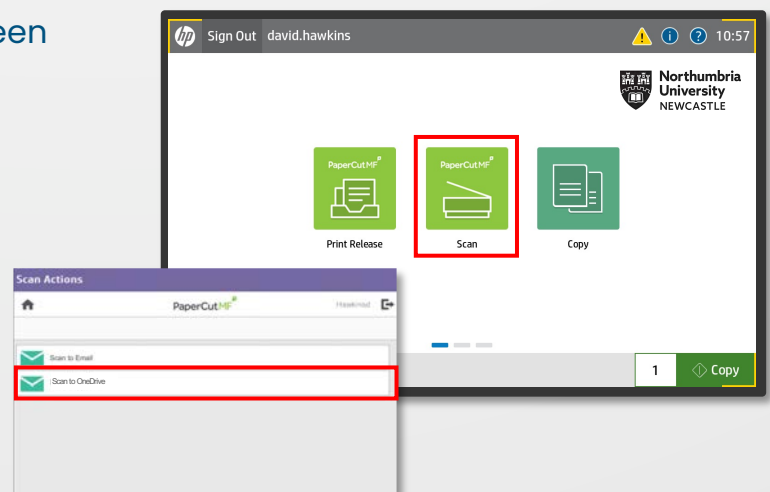
<https://myportal.northumbria.ac.uk/>

Scan To OneDrive

1. Sign in using your ID Card



2. Select **Scan** from the home screen options, then select **Scan to OneDrive** from the options.



3. Change the **Filename** if required.

Change Settings:

Duplex Mode

Orientation

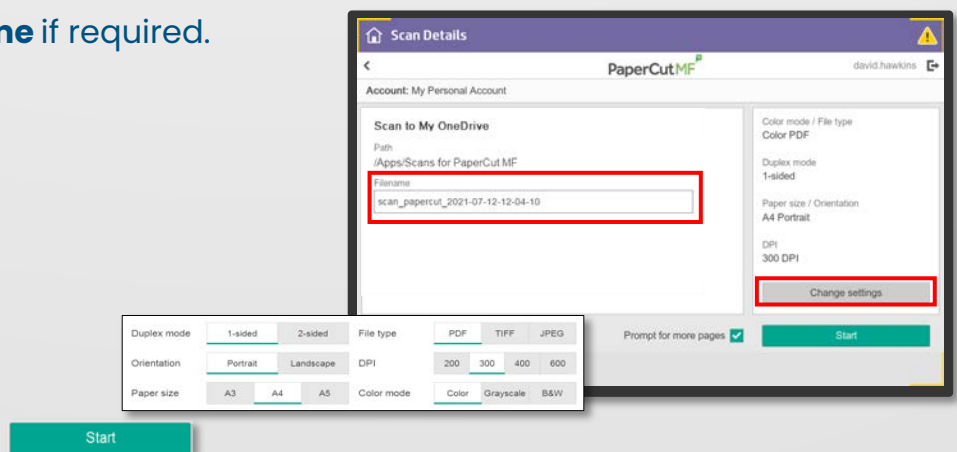
Paper Size

File Type

DPI

Colour Mode

Tap **Start**.



STAFF PRINTER SUPPORT

<https://northumbria.service-now.com/selfservice>

STUDENT PRINTER SUPPORT

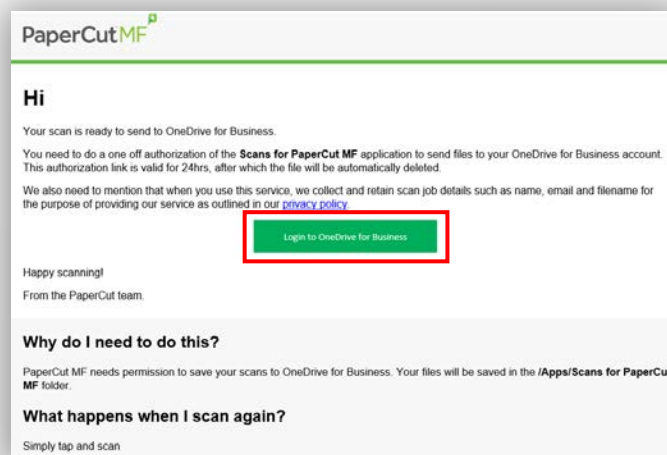
<https://myportal.northumbria.ac.uk/>

Scan To OneDrive – Initial Set-Up

On your first scan attempt, you will need to login to your Onedrive to grant Scans for PaperCut MF access to your Onedrive. You will receive an email with a button to login.

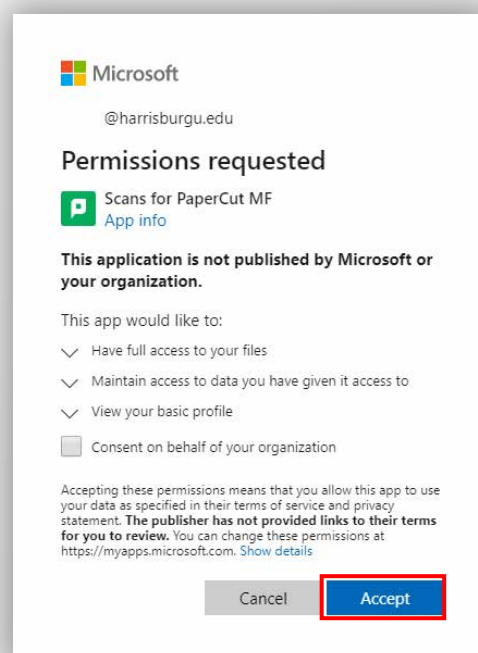
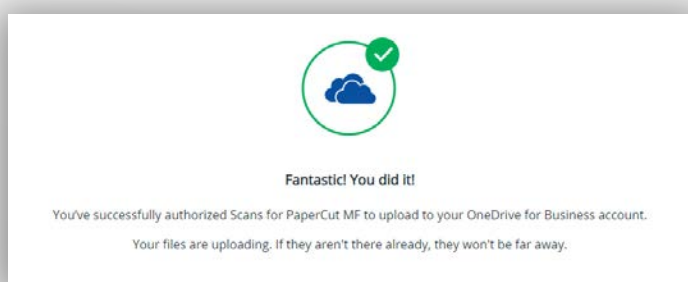
4. Click the **Login to OneDrive for Business** button link and login using your email address and password.

PLEASE NOTE: The link is active for 24hrs after which it will become unusable.



5. In the Permissions request dialogue box that appears, click on **Consent on behalf of your organisation** then **Accept**.

You'll then see a **Fantastic! You did it!** box appear.



Your scan will now be placed in the **/Apps/Scans for Papercut MF Folder** of your OneDrive.

After every subsequent scan to OneDrive, you'll receive an email notification with a link to the scanned file.

Click on the link to access the file.

STAFF PRINTER SUPPORT

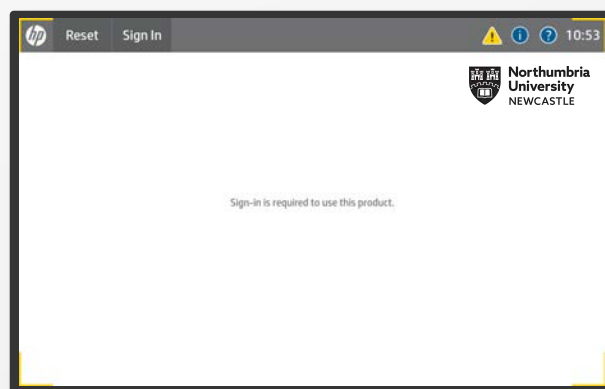
<https://northumbria.service-now.com/selfservice>

STUDENT PRINTER SUPPORT

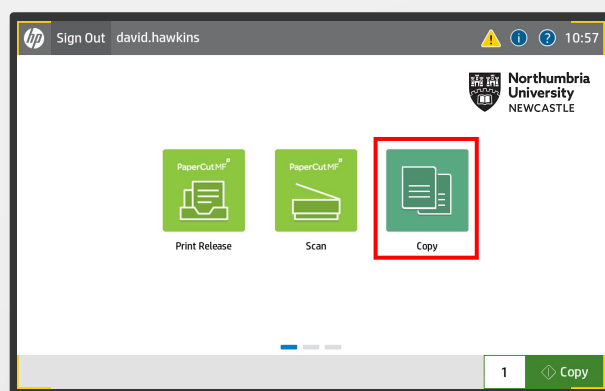
<https://myportal.northumbria.ac.uk/>

Copying

1. Sign in using your ID Card

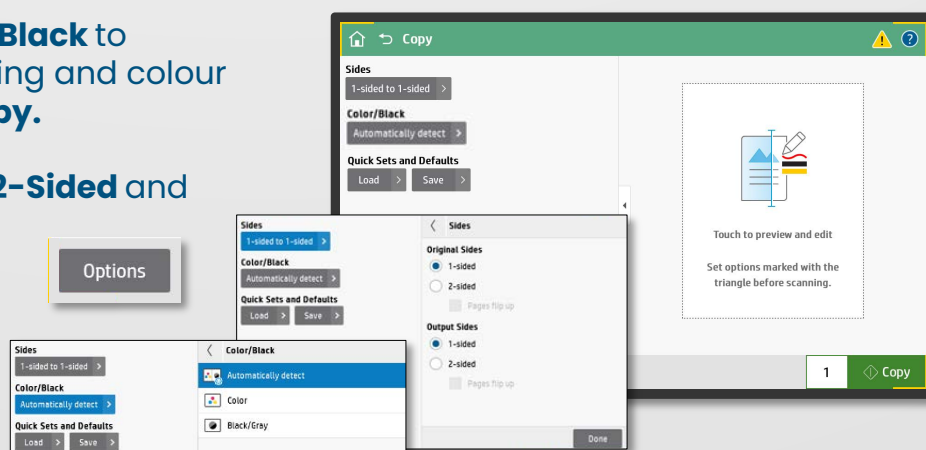


2. Select **Copy** from the home screen options.



3. Tap **Sides** or **Colour/Black** to change paper handling and colour settings then tap **Copy**.

Default Settings are **2-Sided** and **Black and White**.



STAFF PRINTER SUPPORT

<https://northumbria.service-now.com/selfservice>

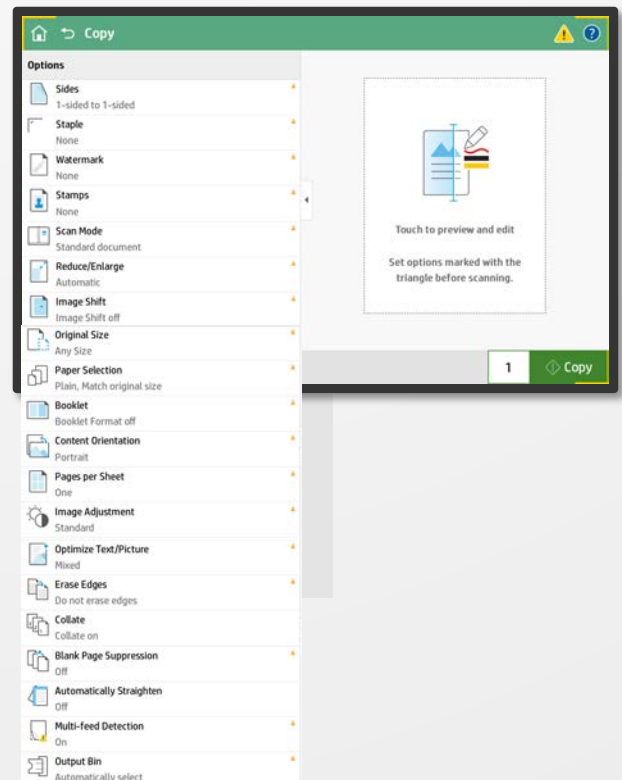
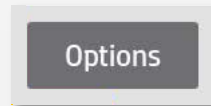
STUDENT PRINTER SUPPORT

<https://myportal.northumbria.ac.uk/>

Copying

4. The **Options** menu contains **Copy Preferences** and enhanced copy functions.

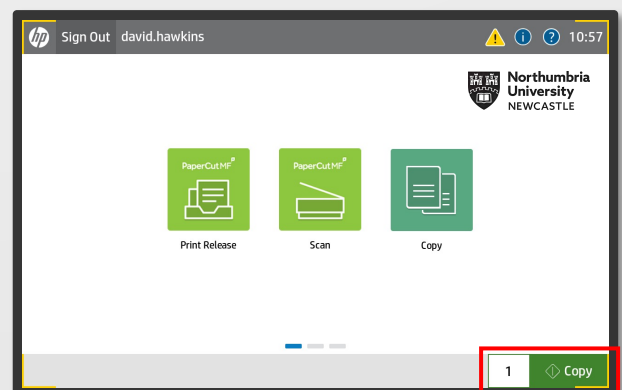
Tap **Copy**



2. Select **Copy** from the home screen options.

Quick Copy

Copy documents quickly using the default settings. Select the number of copies required then tap **Copy**.



Loading Tray 1

1. Tray 1 is located on the side of the device. Pull the tray down using the handle at the top.



2. Extend the tray to cater for larger paper sizes such as A3.

Extend the paper guides out

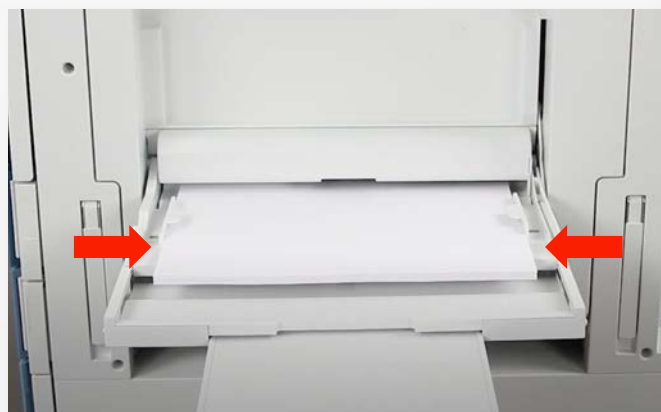


3. Place the paper in the tray making sure you don't exceed the paper fill marker.



Loading Tray 1

4. Move the guides inwards until they rest against the paper.



5. Print from **Tray 1** by selecting **Printing Properties > Printing Shortcuts > Paper Source > Tray 1**

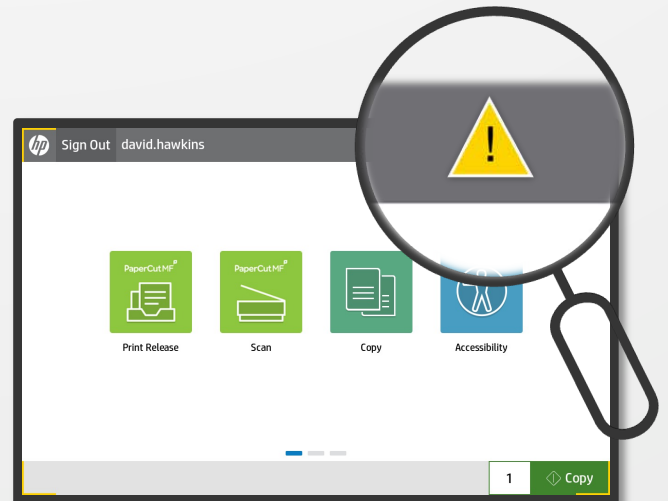
Paper sizes:	210 x 297 mm
A4	▼
Paper source:	Automatically Select ▼
Pages per sheet	1 page per sheet ▼
Print on both sides:	No ▼
Paper type:	Unspecified ▼
Orientation:	Portrait ▼

The auto navigation feature assists in errors such as clearing jams by providing step by step instructions on the **Printer Control Panel**.

When you complete a step, the printer displays instructions for the next step until you have completed all steps in the procedure.



This error doesn't affect the function of the device and is known as an advisory error. Examples are low toner or paper has run out.



This error *does* stop the device from operating. Examples are paper jams or toner has ran out.

If there is a paper jam, the device will provide instructions on how to clear the jam in a handy step-by-step animation.

