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### QUICKSTART **USER GUIDE**

HP **E87750dn** with

PaperCut.

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### Sign Up to our Client Portal: customer.apogeecorp.com



For additional training support, email: training@apogeecorp.com

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### Hardware Overview



- 1. ADF Automatic Document Feeder.
- 2. PCP Printer Control Panel.
- 3. Exit Tray.
- 4. Front Panel.

- 5. Tray 1/Bypass Tray.
- 6. Toner Collection Unit Door.
- 7. Tray 2 and 3.

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



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

**Third Screen** 



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

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



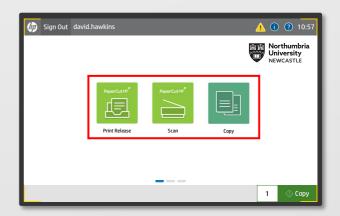
2. A message will appear saying that Papercut doesn't recognise the card which is normal

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.



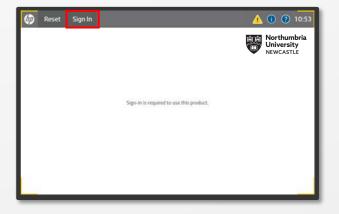
3. You are now registered and can use your **ID Card** to login at any device with Papercut Installed.



### Login Without Your ID Card

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

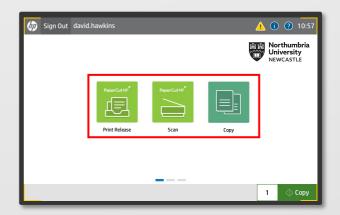
Tap **Sign In** on the **Printer Control Panel.** 



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

				DEMO LICI	ENSE, not	for commerc	ial use			
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3. Use the device functions as needed.



Sending A Print

]. 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

Print		
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NU_Student_Mono Ready		Respect Nome The
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Paper source: Automatically Select	~			Pages per sheet 1 page per sheet		~
Pages per sheet 1 page per sheet	~			Print on both sides: No Paper type:		~
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Papertype: Unspecified	~	ete	Reset	Portrait		~
Orientation: Portrait	v			A	oout	Help
					ОК	Cance
About	Help					

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

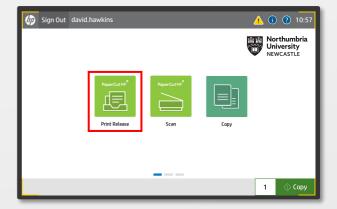
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4. Click **OK** then **Print**. **Please Note:** Prints are held in the print queue for **24 hours**.

]. Sign in using your ID Card



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

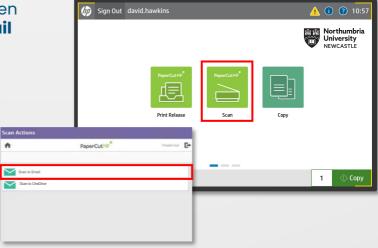


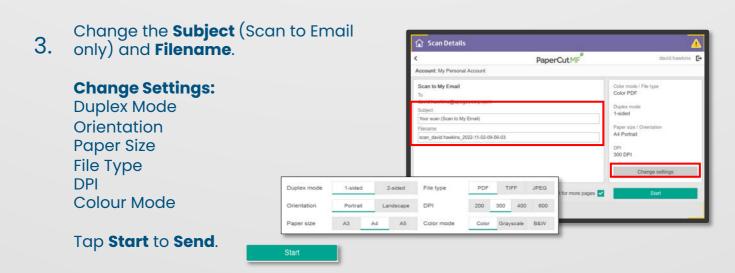
3.	Use <b>Select All Jobs</b> to print all print	Print Release	🟠 Print Release				
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		t all jobs		<b>a</b>			

]. Sign in using your ID Card



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



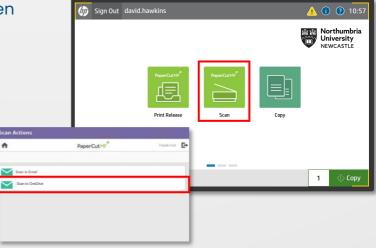


### Scan To OneDrive

]. Sign in using your ID Card



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



Change the Filename if required. 3. 🔒 Scan Details PaperCutMF E. nt: My Personal Accoun **Change Settings:** Color mode / File type Color PDF Scan to My OneDrive Duplex Mode Apps/Scans for PaperCut MF Duplex mode 1-sided Orientation an\_papercut\_2021-07-12-12-04-10 Paper size / Or A4 Portrait **Paper Size** DPI 300 DPI File Type DPI PDF TIFF JPEG 1-sided 2-sided File type **Colour Mode** Duplex mode Prompt for more pages 💟 Portrait Landscape DPI 200 300 400 600 Orientation <u>ار</u> A3 A4 A5 Color mode Color Grayscale B&W Paper size Tap Start.

### 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 <b>Login to OneDrive</b> <b>for Business</b> button link and login using your email address and password. <b>PLEASE NOTE:</b> The link is active for 24hrs after which it will become unusable.	PaperCut MF <sup>P</sup> HI More scan is ready to send to OneOrive for Business. More scan is ready to send to OneOrive for Business. More and to do a one off authorization of the Seans for PaperCut MF application to send files to your OneOrive for Business account. This authorization is it is varied for Advis, and the subtromatically deleted. Mages canning Hops canning ProperCut MF needs permission to save your scans to OneOrive for Business. Your files will be saved in the /Appa/Scans for PaperCut for the Sean Conception of the Seans ConeOrive for Business. Your files will be saved in the /Appa/Scans for PaperCut For the Seans of the Seans of Seans S
5.	In the Permissions request dialogue box that appears, click on <b>Consent on behalf of your organisation</b> then <b>Accept</b> . You'll then see a <b>Fantastic! You did it!</b> box appear.	<ul> <li>Microsoft         <ul> <li>@harrisburgu.edu</li> </ul> </li> <li>Permissions requested</li> <li>Scans for PaperCut MF App info</li> <li>This application is not published by Microsoft or your organization.</li> <li>This app would like to:</li> </ul>
	Fantasticl You did it! You've successfully authorized Scans for PaperCut MF to upload to your OneDrive for Business account Your files are uploading. If they aren't there already, they won't be far away.	<ul> <li>Have full access to your files</li> <li>Maintain access to data you have given it access to</li> <li>View your basic profile</li> <li>Consent on behalf of your organization</li> <li>Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://myapps.microsoft.com. Show details</li> </ul>

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

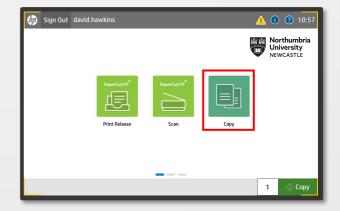
After every subsequent scan to OneDrive, you'll receive an email notification with a link to the scanned file.

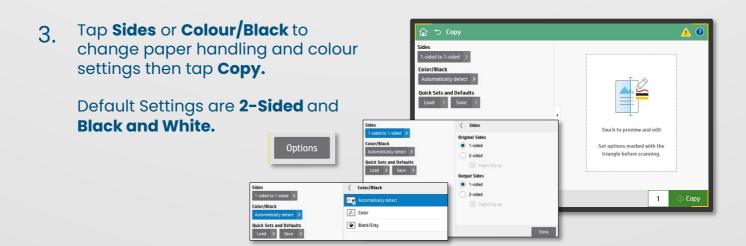
Click on the link to access the file.

]. Sign in using your ID Card



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





Copying

- 1 0 Sides 1-sided to 1-sided Staple None Watermark None Stamps None Scan Mode Standard do the box weiv narked with the Reduce/Enlarge triangle before scanning. Image Shift Image Shift off Original Size Any Size Paper Selection Plain, Match original size 1 Booklet Booklet Format off Content Orientation Portrait Pages per Sheet Standard Optimize Text/Picture Mixed Erase Edges Collate Collate Blank Page Suppre Automatically Straighten Multi-feed Detection Output Bin Automatically select
- 2. Select **Copy** from the home screen options.

The Options menu contents Copy

Preferences and enhanced copy

4.

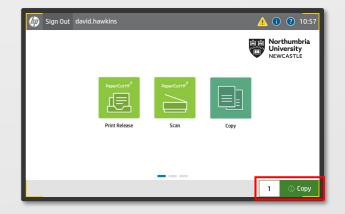
functions.

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### **Quick Copy**

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





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



- 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.



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 × 297 mm
A4	$\sim$
Paper source:	
Automatically Select	$\sim$
Pages per sheet	
1 page per sheet	$\sim$
Print on both sides:	
No	$\sim$
Paper type:	
Unspecified	$\sim$
Orientation:	
Portrait	$\sim$

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-bystep animation.



