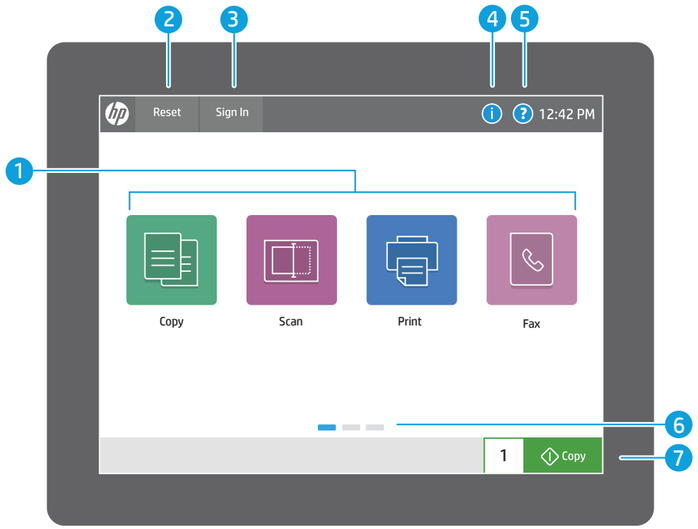
Use the Control Panel



1. Touch any of the icons to open the application. Swipe the screen sideways to access more applications. The available applications vary by printer. The administrator can configure which applications appear and the order in which they appear.
2. Touch the **Reset** button to resume paused jobs and return the printer to a fresh state.
3. Touch the **Sign In** (or **Sign Out**) button to sign in or out for access to secured features.
4. Touch the **Information** button to access information about the wireless or ethernet information, Wi-Fi Direct, sleep settings, the printer's fax number or HP Web Services.
5. Touch the **Help** button for assistance on any screen.
6. Swipe the screen left or right to scroll between pages.
7. Touch the **Copy** button to start a copy job and change the number of copies.

Copy

Copy documents using image preview, change settings, and create, save and load saved Quick Sets.

Scan

Scan includes Scan to Email, Scan to Network Folder, Scan to USB Drive, Scan to Job Storage, and Scan to SharePoint®.

Print

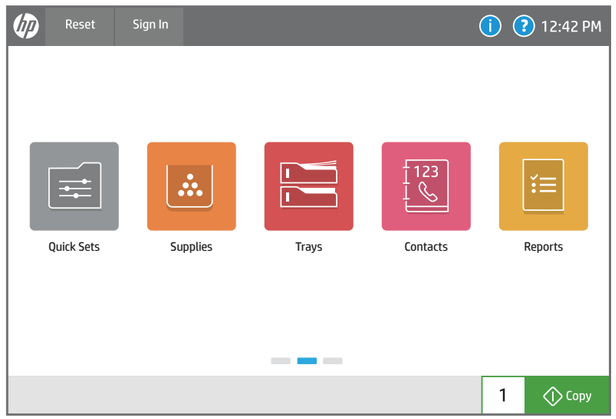
Print a document from job storage, and from a portable USB flash drive.

Fax

Scan and send a document to a **Fax** machine.

Scan✦

On Flow printers the Scan button is replaced by the **Scan✦** button. Touch the **Scan✦** button to send a scan job to multiple destinations at once, including email, SharePoint, network folder, USB drive, Fax, or printed hard copy. It also includes a preview mode that supports simple editing.



Quick Sets

Saved **Quick Sets** are stored and configured on the EWS to print, e-mail, copy, scan, and fax jobs.

Supplies

Check the status of **Supplies** and kits.

Trays

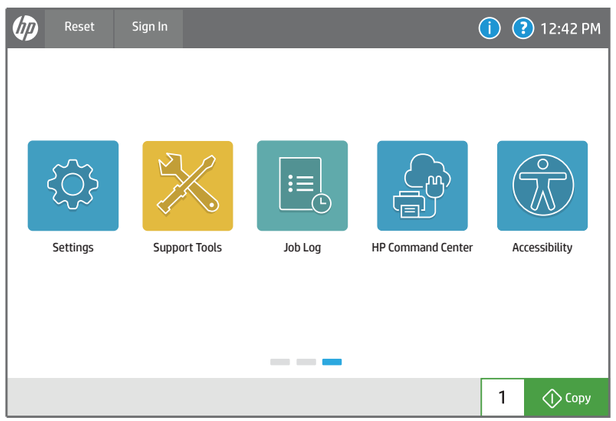
View the status of paper **Trays** and configure the paper type and size.

Contacts

Create and manage **Contacts** for Scan to Email or fax jobs.

Reports

View and print **Reports** related to the printer, such as the configuration page.



Settings

View and manage printer **Settings**, including copy/print, scan/digital send, fax, supplies and networking.

Support Tools

Use **Support Tools** to troubleshoot, perform maintenance, and access the Service menu.

Job Log

View or print a list of completed jobs and view job details.

HP Command Center

To use HP Workpath (HP JetAdvantage Link) Apps, the printer must be connected to **HP Command Center**. To do this, log in to HP Command Center from the printer control panel. (Contact an HP representative to open an HP Command Center account.)

Accessibility

Accessibility options allow users with visual or dexterity challenges to change the printer control panel to **High Contrast, Invert colors** and **Screen Zoom** for better visibility.

Screen Reader and **Sound Volume** features are available for users who have installed the HP Printing Voice Assistant (478C2A).

support.hp.com

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