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QUICKSTART
USER GUIDE

HP E87750dn with PaperCut

For assistance, go to:
https://icthelpdesk.mic.ul.ie/web/selfservice/login
Tel: **061 774777 Ext: 4777**

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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.

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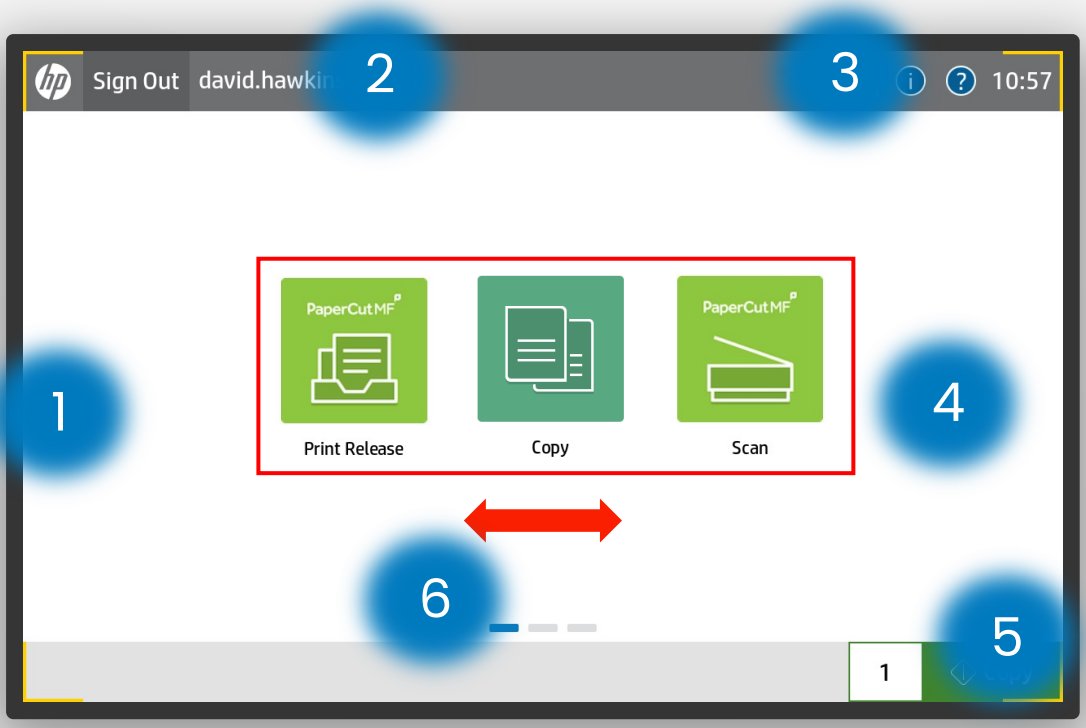
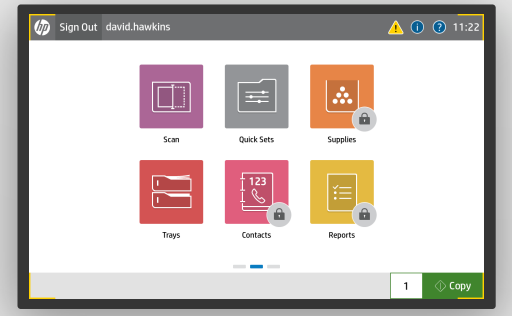
Control Panel Overview

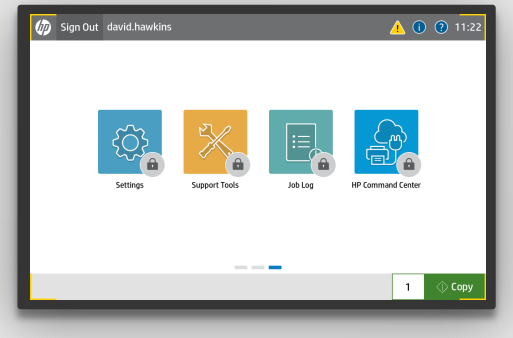
In order to use the device, first login and use your finger to tap on the device function you require. You can also swipe left or right to reveal additional device functions.



Second Screen



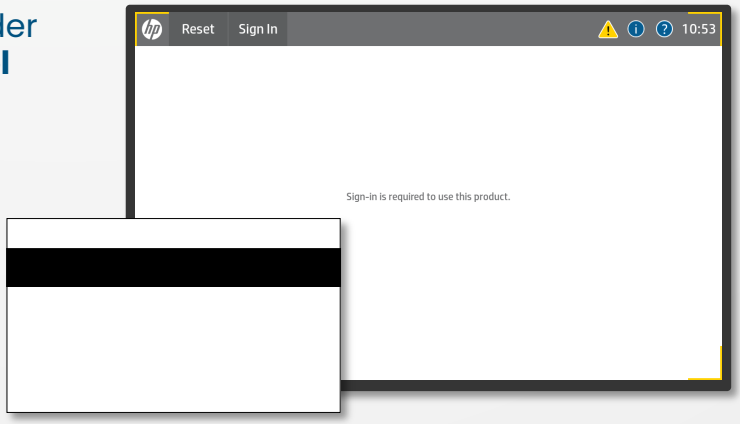
Third Screen



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

Register Your ID Card

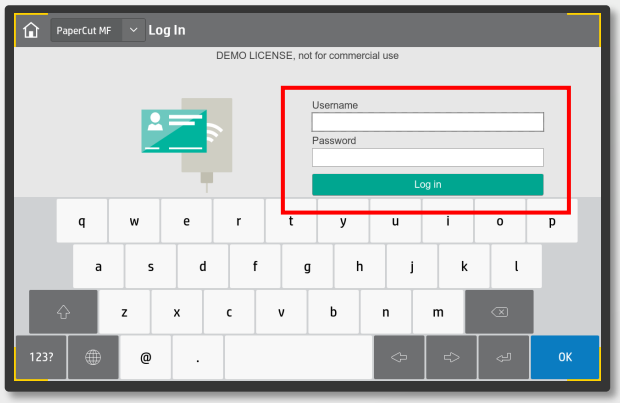
1. Tap your **ID Card** on the card reader located next to the **Printer Control Panel.**



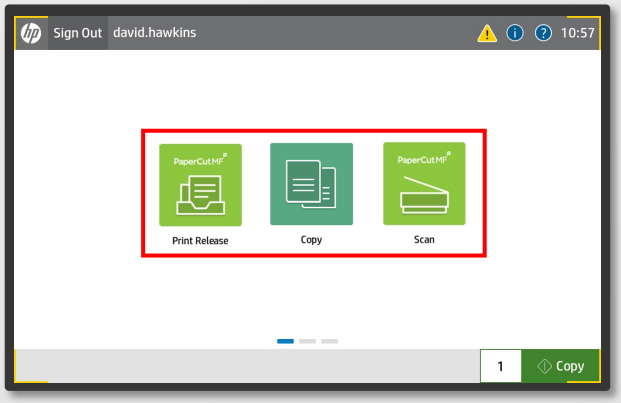
2. A message will appear saying that Papercut doesn't recognise the card which is normal

   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.



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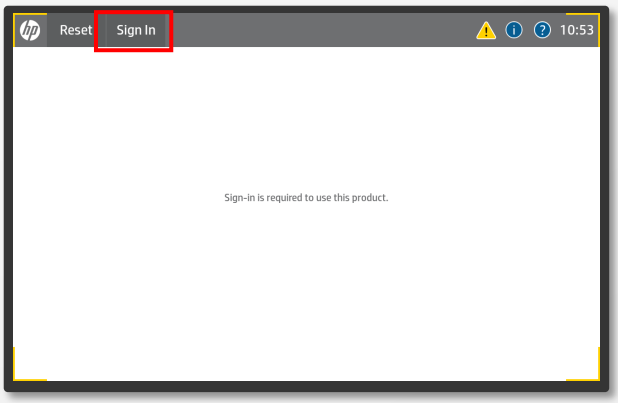
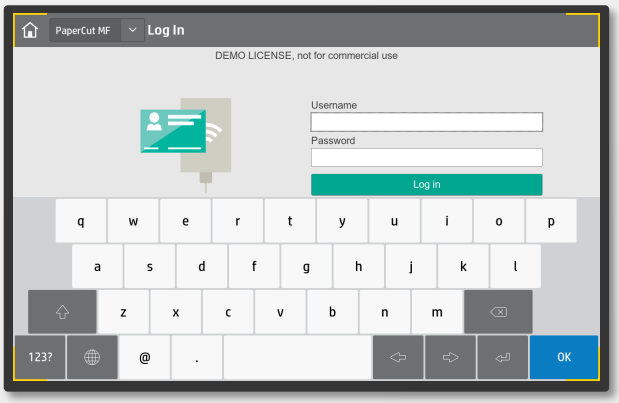
Login Without Your ID Card

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

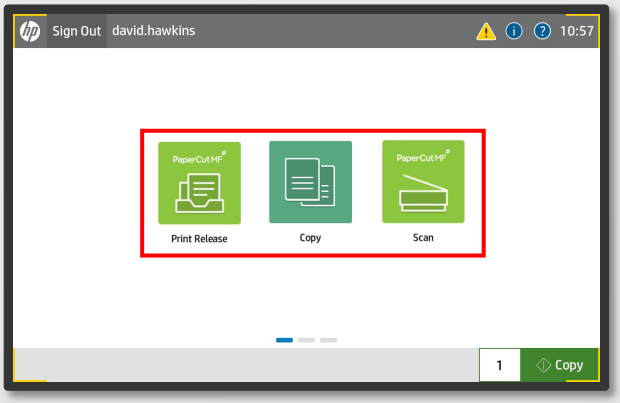
   Tap **Sign In** on the **Printer Control Panel.**



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



3. Use the device functions as needed.



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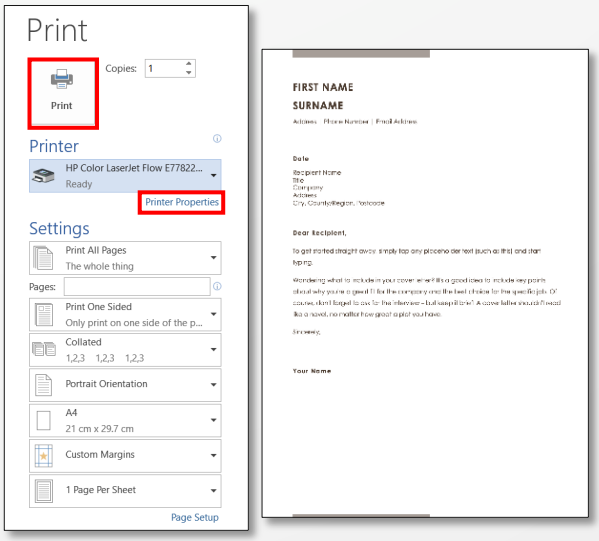
Sending A Print

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

   Select one of the following print queues:

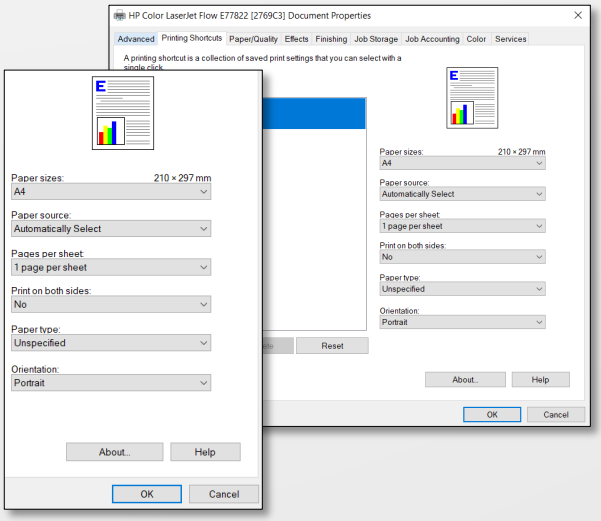
   Limerick-Staff-PrintQ
   Thurles-Staff-PrintQ
   Limerick-Student-PrintQ
   Thurles-Student-PrintQ

   Click **Printer Properties** if you want to change printing preferences such as Duplex and Colour modes..

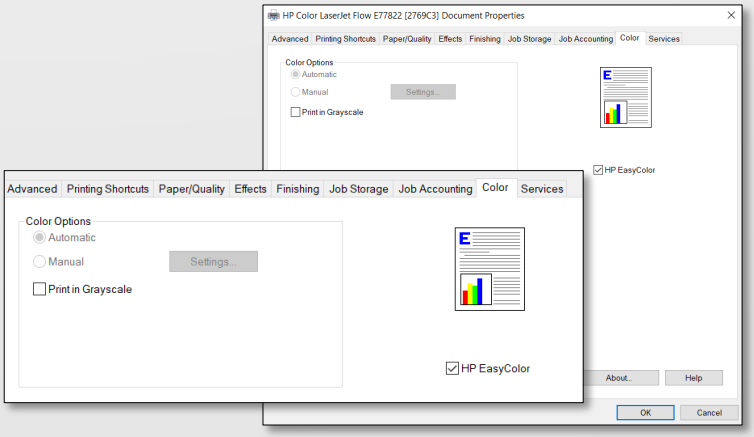


2. In the **Printer Properties** - Printing Shortcuts tab you can change:

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



3. Select the **Colour** tab to change the colour options.



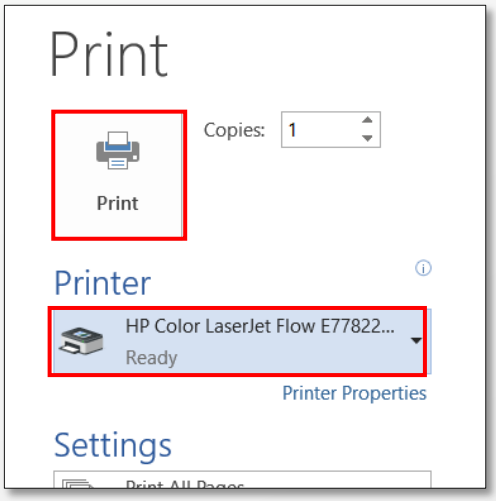
4. Click **OK** then **Print**.

Sending A Print With Stapling

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

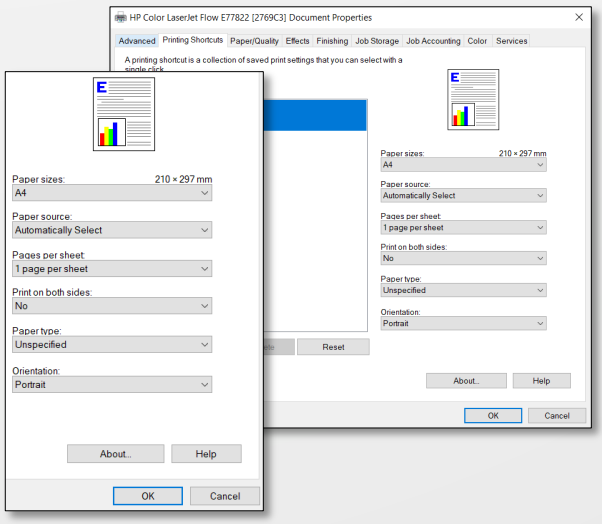
   Select the print queue for Papercut then click **Print.**

   Click **Printer Properties** if you want to change printing preferences such as Duplex and Colour modes..



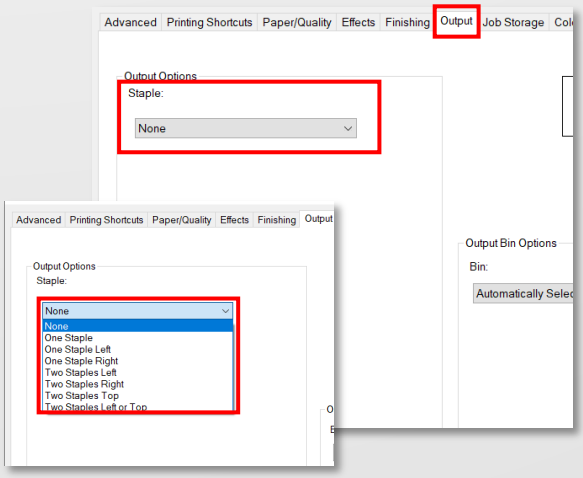
2. In the **Printer Properties** - Printing Shortcuts tab you can change:

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



3. Select the **Output** tab then select the staple requirements from the drop down list.

   Please Note: You may not see all the staple options that are detailed in the image.



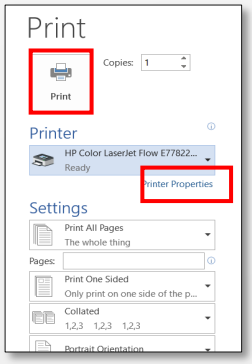
4. Click **OK** then **Print**.

Printing a Booklet With Finisher - PC

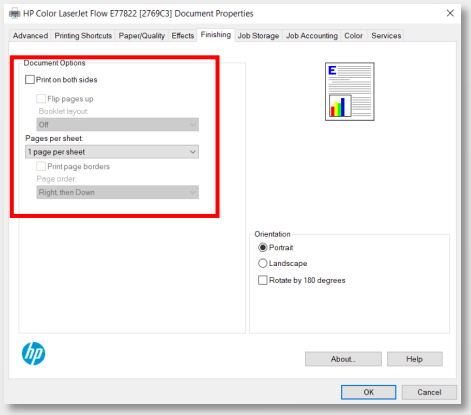
IMPORTANT: Before creating a booklet from either your PC or the printer, make sure the paper in the printer tray is in the landscape orientation and the original is A4 in size.

PLEASE NOTE: A4 booklet = A3 paper size.
A5 booklet = A4 paper size.

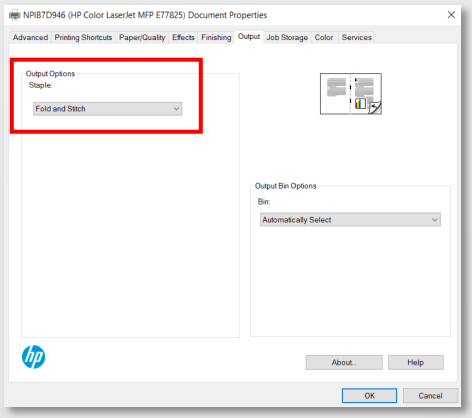
1. Click **File>Print** or **Ctrl P** then click on **Printer Properties**.



2. Select the **Finishing** tab then tick the option **Print on Both Sides**. Under **Booklet Layout** select **Left Binding**.



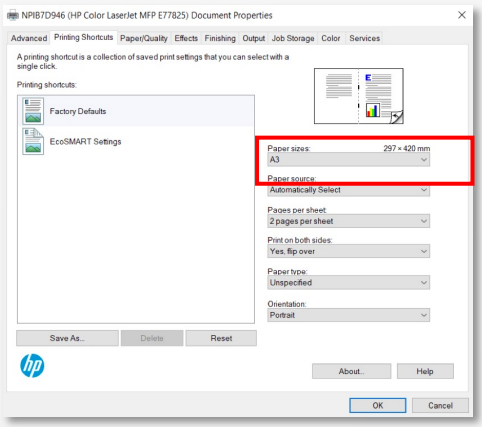
3. If applicable In the **Output** tab, select the **Fold and Stitch** from the drop-down menu.



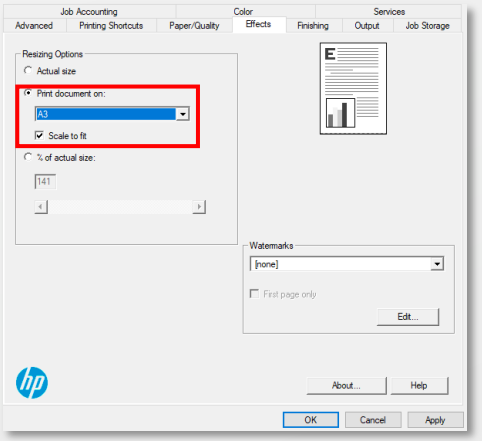
Booklet Making With Finisher - PC

4. In the **Printing Shortcuts** tab under **Paper Sizes** select:

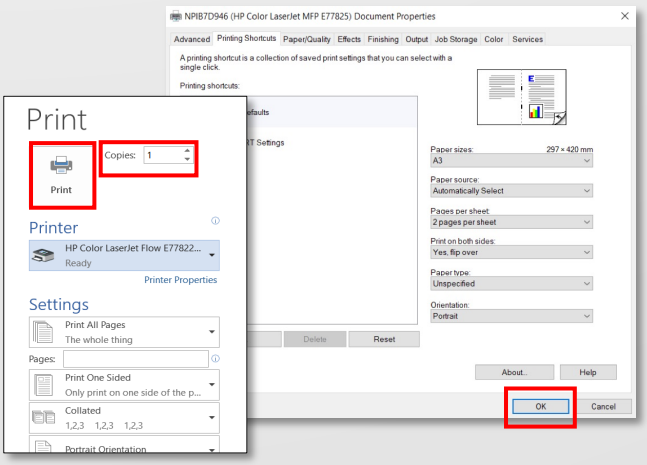
   A3 for **A4** booklets or
   A4 for **A5** booklets.



5. If you're printing an **A4 booklet** be sure to select **Scale to Fit** under the **Effects** tab. This will ensure the document is sized correctly.

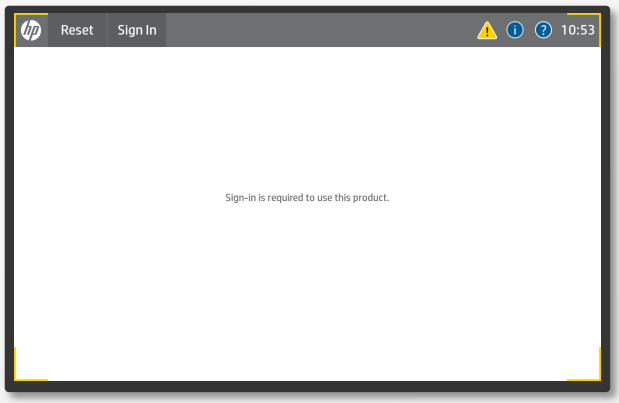


6. Click **OK.** Select how many copies you require then click **Print**.

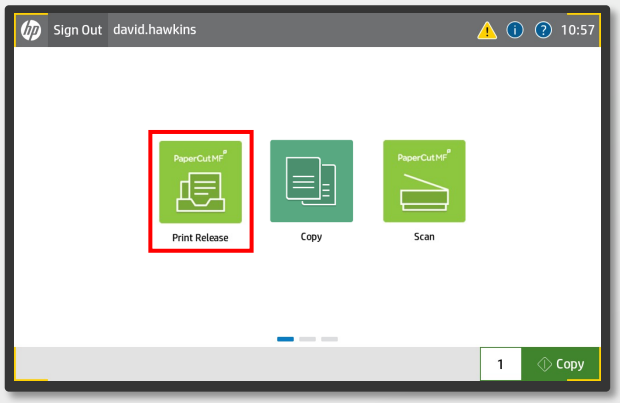


Print Release

1. **Sign in** using your **ID Card**



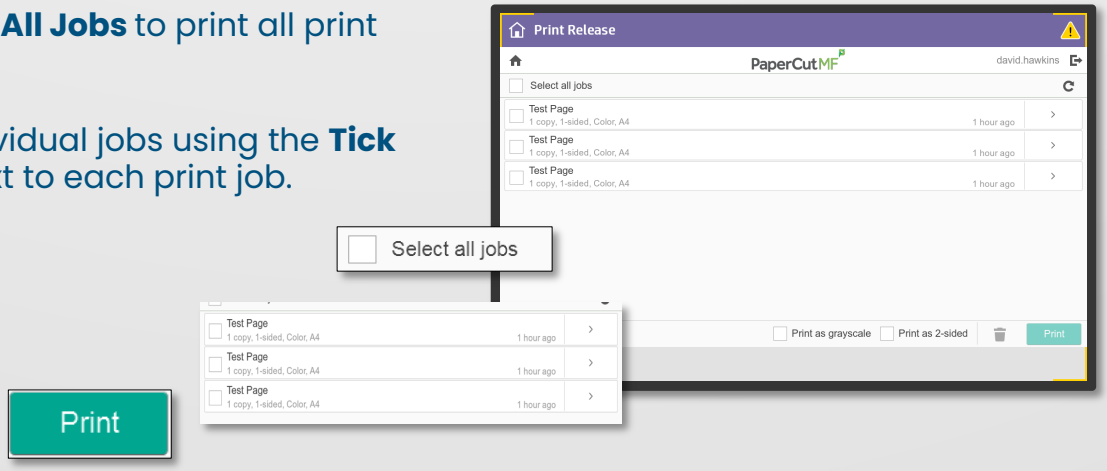
2. Select **Print Release** from the home screen options.



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

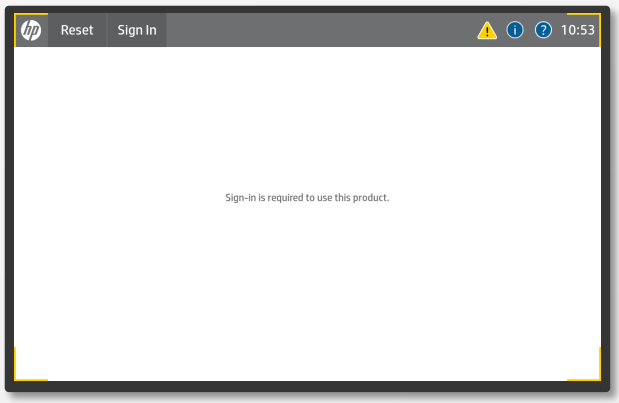
   Select Individual jobs using the **Tick Box** ☐ next to each print job.

   Tap **Print**.

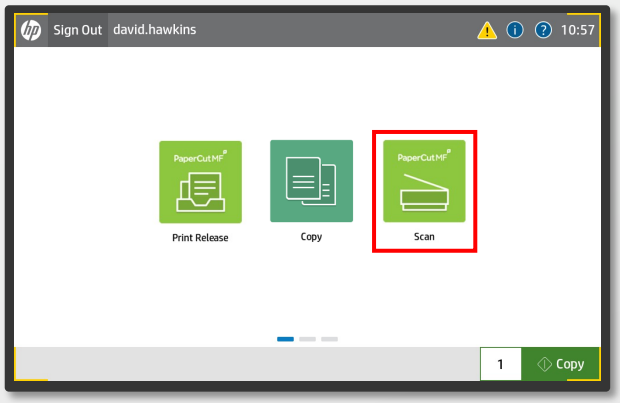


Scanning

1. **Sign in** using your **ID Card**



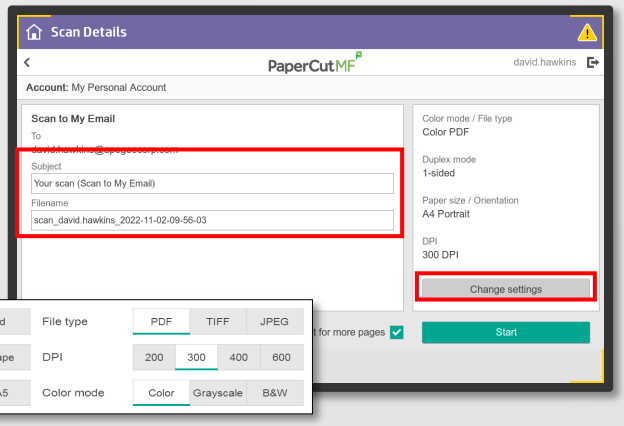
2. Select **Scan** from the home screen options.

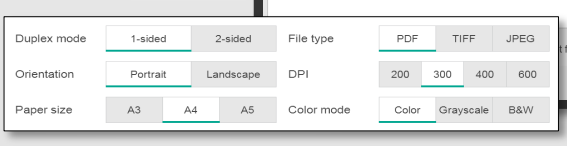


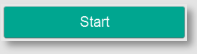
3. Change the **Subject** (Scan to Email only) and **Filename**.

Change Settings:
Duplex Mode
Orientation
Paper Size
File Type
DPI
Colour Mode

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







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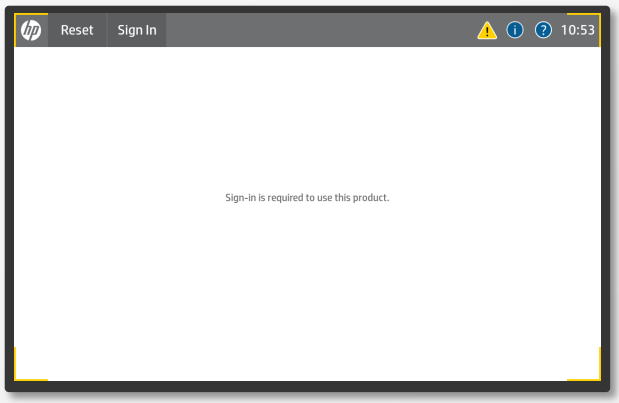
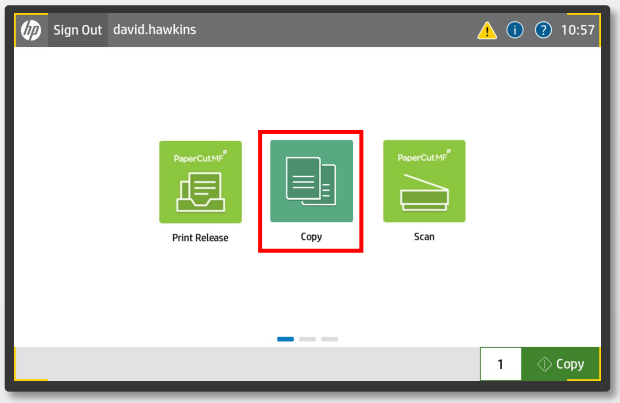
Copying

1. **Sign in** using your **ID Card**

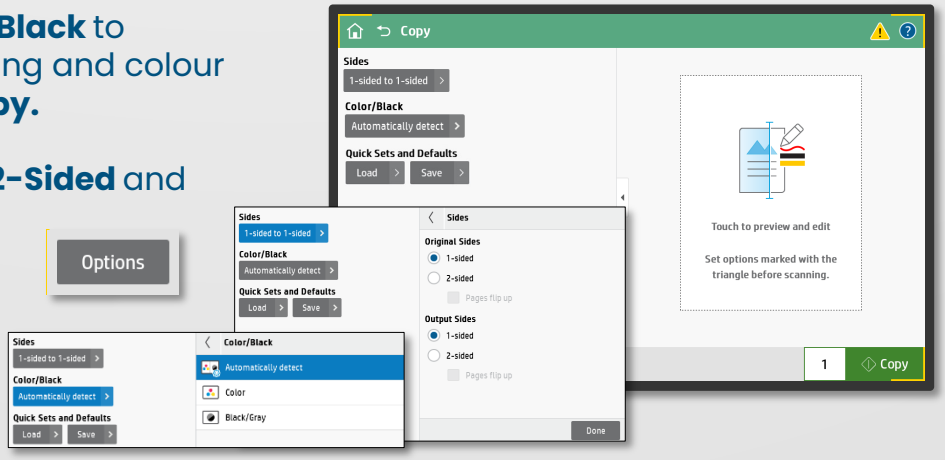


2. Select **Copy** from the home screen options.



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.**



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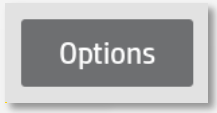
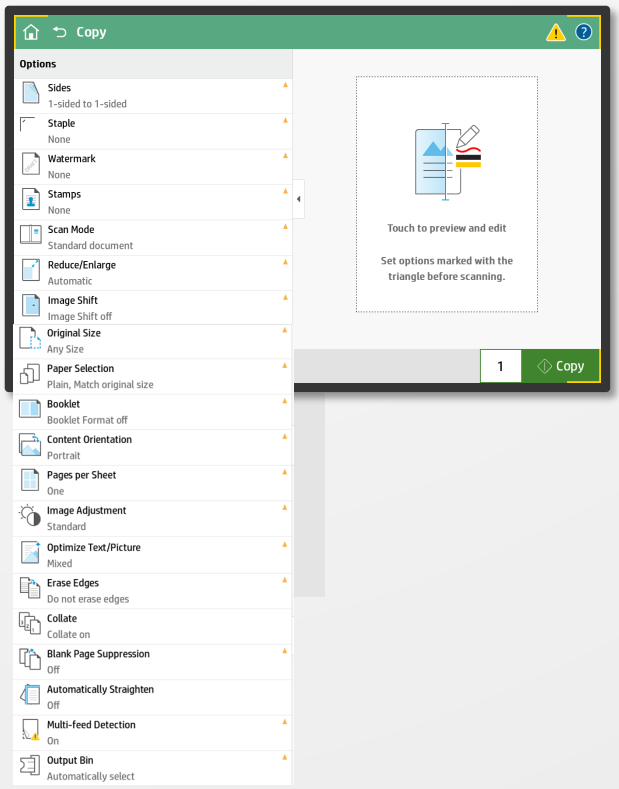
4. The **Options** menu contents **Copy Preferences** and enhanced copy functions.

Tap **Copy**

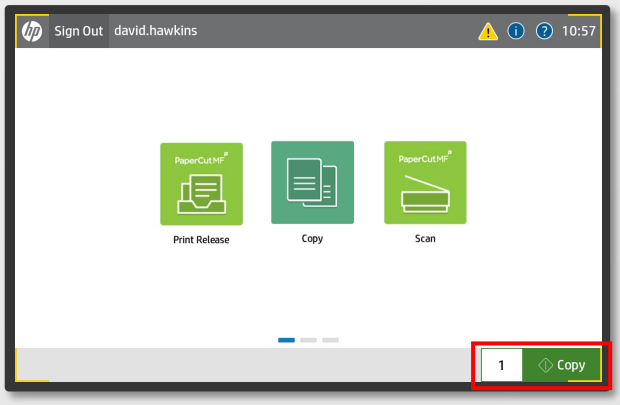




2. Select **Copy** from the home screen options.

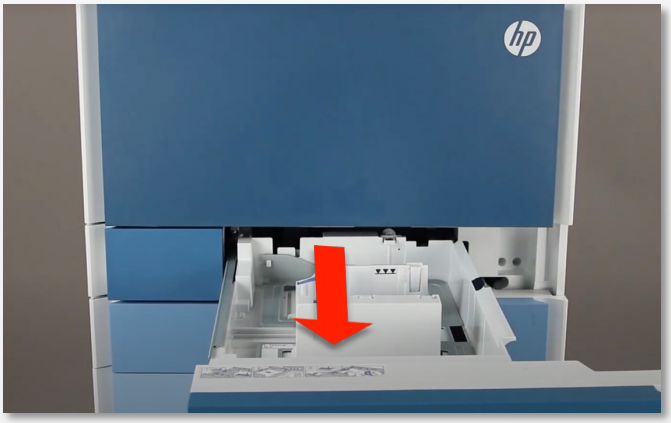
Quick Copy

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

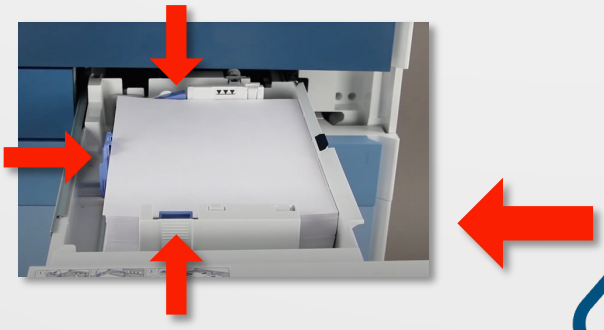


Loading Tray 2

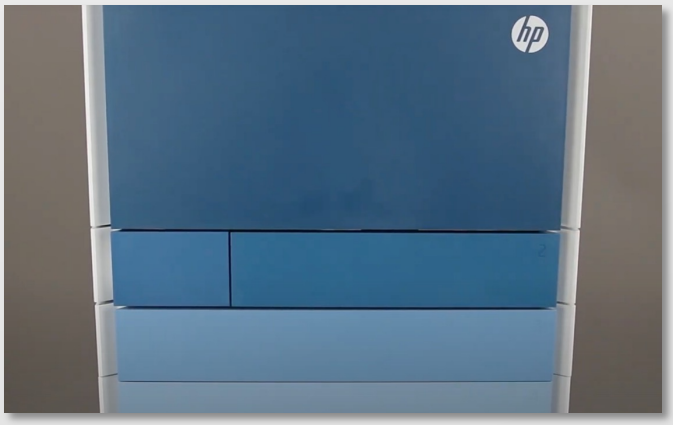
1. Pull tray 2 out from the device.



2. Adjust the paper guides then place the paper in the tray. Make sure the guides rest on the paper.



3. Close the front cover.

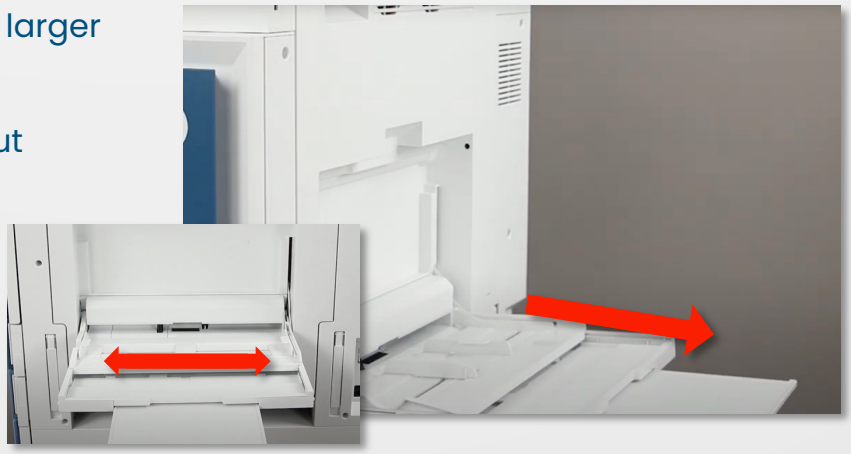


Loading Tray 1

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.

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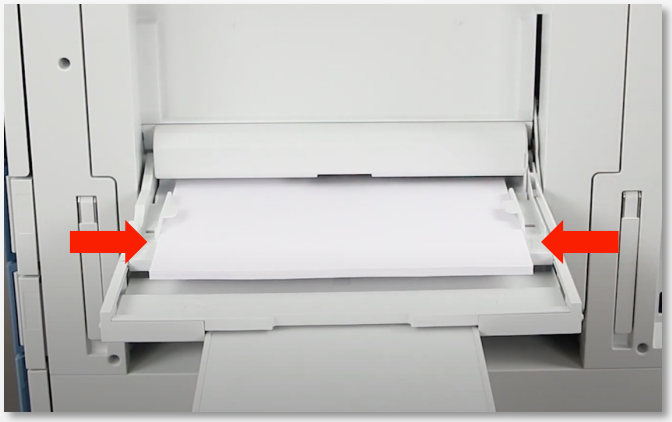
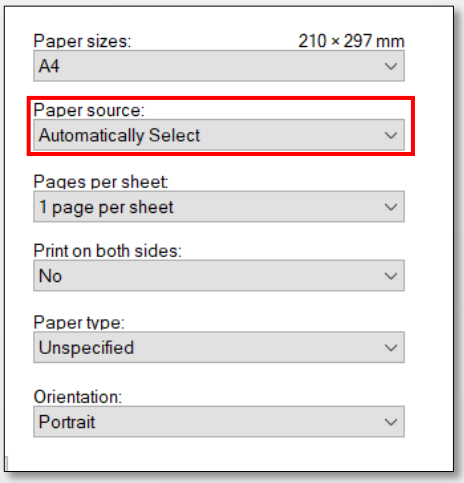
4. Move the guides inwards until they rest against the paper.



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

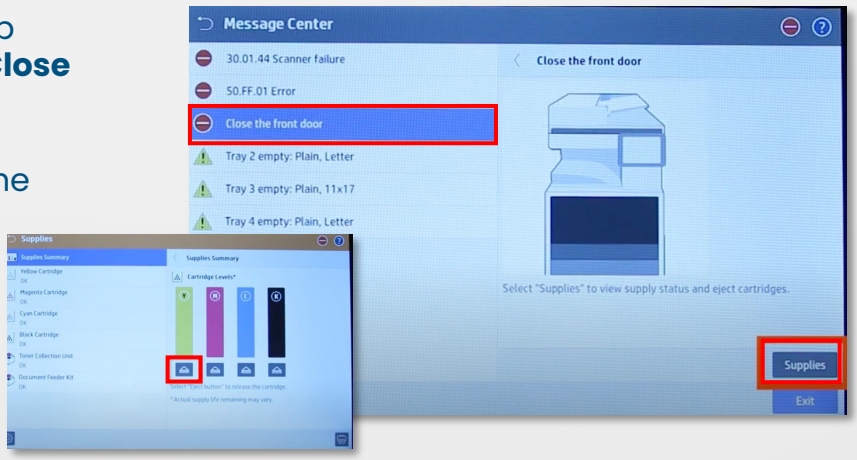


Toner Replacement

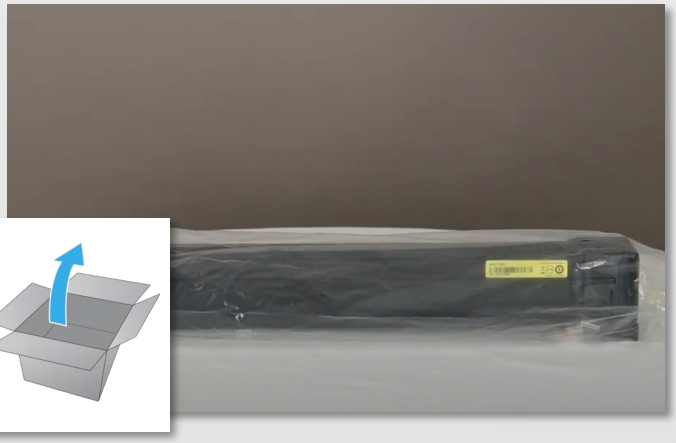
1. Pull the front cover of the device down to reveal the toner cartridges.

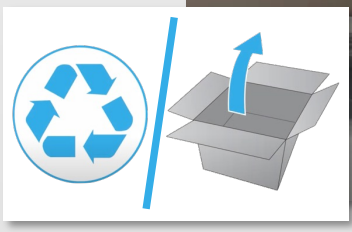
2. In the **Message Centre**, tap **Supplies** under the error **Close The Front Door.**

   Tap the **Eject Icon** under the cartridge that needs replacing.



3. Unpack the new toner cartridge and recycle the old one. Visit: **https://www.hp.com/uk-en/hp-information/recycling/ink-toner.html** for more information.





If you're experiencing any printer issues, login to our service portal or call for assistance.
Portal: **https://icthelpdesk.mic.ul.ie/web/selfservice/login**
Tel: **061 774777** Ext: **4777**

4. Move the cartridge back and forth a number of times to agitate the toner particles.

5. Pull the orange tab at the end of the cartridge.

6. Align the new cartridge with the slot and push it into the device.

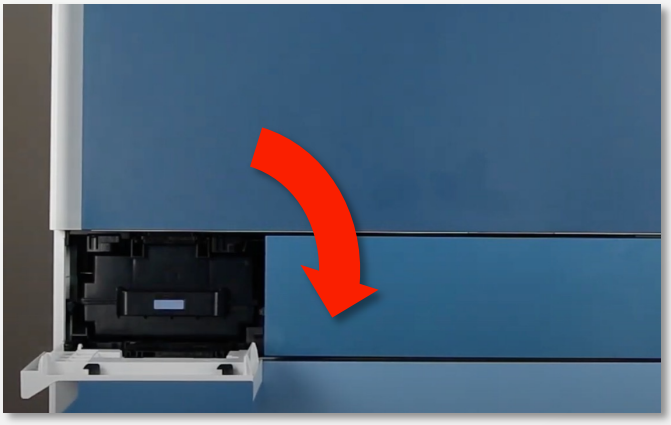
   Close the front cover.

Toner Collection Unit - Replacement

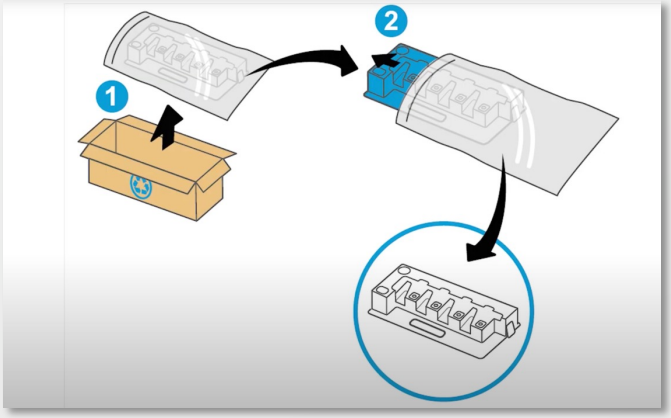
PLEASE NOTE: A **Toner Collection Unit (TCU)** isn't automatically ordered like a toner is. Please **Click Here** for instructions on how to order one through the **Apogee Client Portal.**

1. Open the **Toner Collection Unit (TCU)** cover to the left of **Tray 2.**

   Pull the **TCU** out of the device using the carry handles provided.

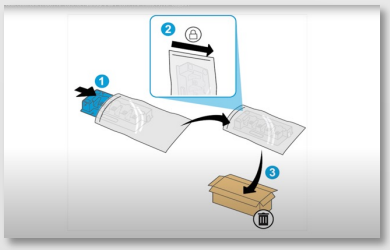


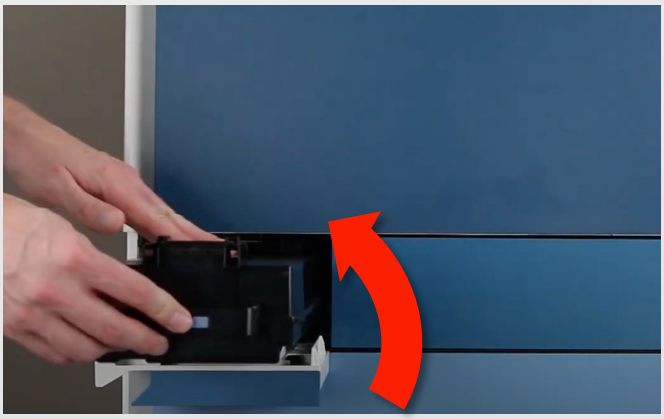
2. Remove the new **TCU** from the box making sure you remove all its packing.



3. Place the new **TCU** in the slot and close the **TCU** cover.

   Recycle the old TCU.





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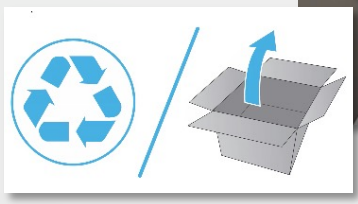
Tel: **061 774777** Ext: **4777**

Toner Collection Unit - Replacement

1. Unpack the new TCU then pull the front cover down of the device.

2. Unclip the tabs tabs on each side of the TCU then remove gently from the device.

   Make sure it is kept upright so toner doesn't spill out. Recycle the old TCU.



3. Clip the new TCU into place making sure the tabs have been clipped into place.

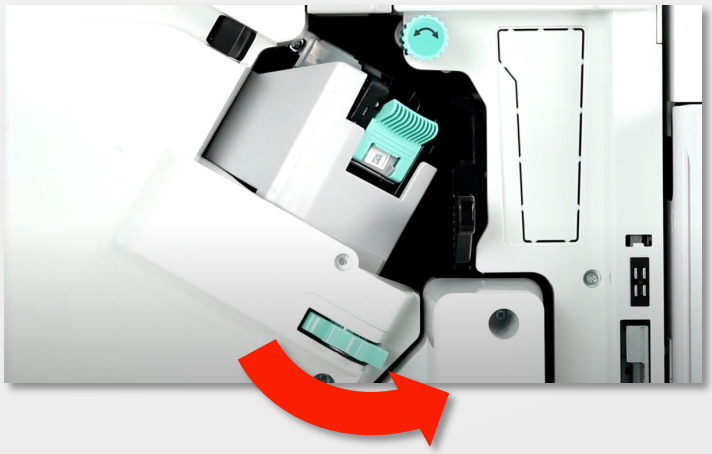
4. Close the front cover.

Staple Cartridge Replacement - Top Stapler

1. Open the finisher door.

Please Note: Opening the staple door disables the stapler.

2. Rotate the staple caddy wheel to bring the staple caddy to the front.



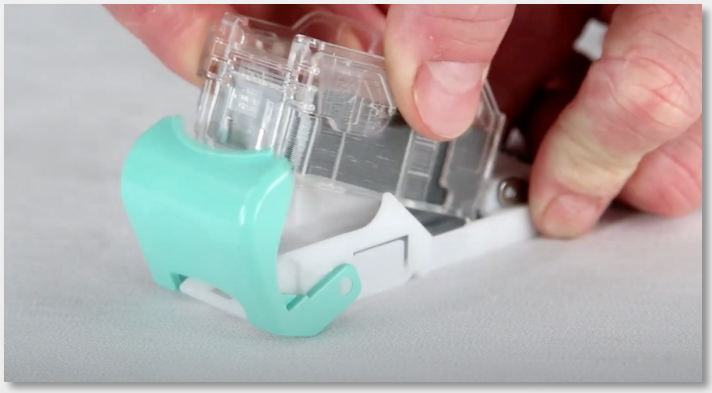
3. Pull the staple caddy wheel gently to stabilise the caddy and pull out the staple assembly.

Important: Please retain the staple caddy for the new staple unit and recycle the old one.

4. Remove the staple unit from the staple caddy by squeezing the sides of the staple unit then pull upwards.

   Important: Please retain the staple caddy for the new staple unit and recycle the old one.

5. Place the new staple unit in the staple caddy. Seat the back of the unit in first the click the front into place.

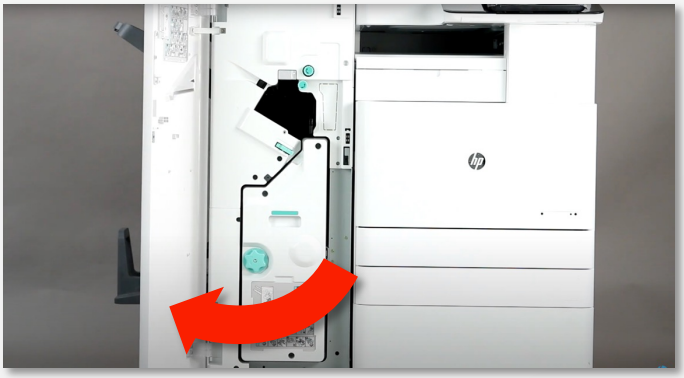


6. Insert the new staple unit into the device and close the cover.

Staple Cartridge Replacement – Booklet Stapler

1. Open the finisher door.

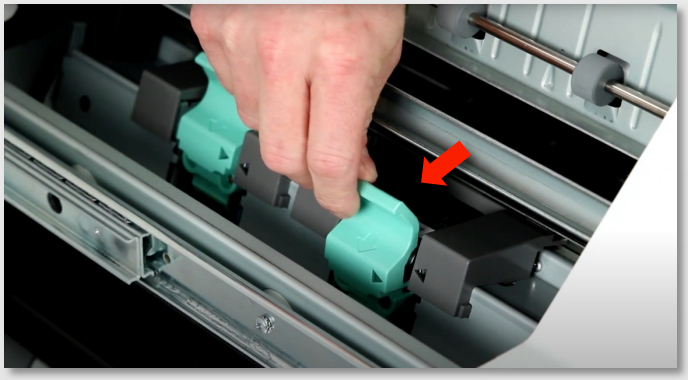
   Please Note: Opening the staple door disables the stapler.



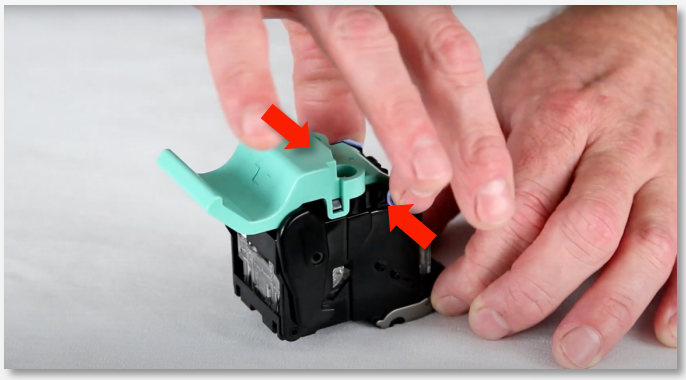
2. Pull the booklet unit out until it stops.

3. Grab the tab at the top of the unit and pull the staple caddy out of the finisher.

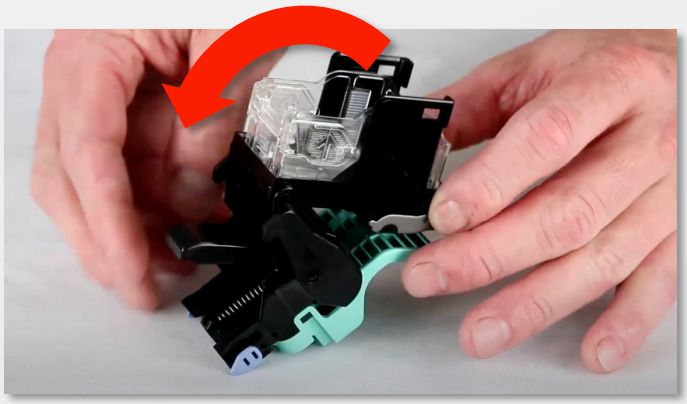
   Important: Please retain the staple caddy for the new staple unit and recycle the old one.



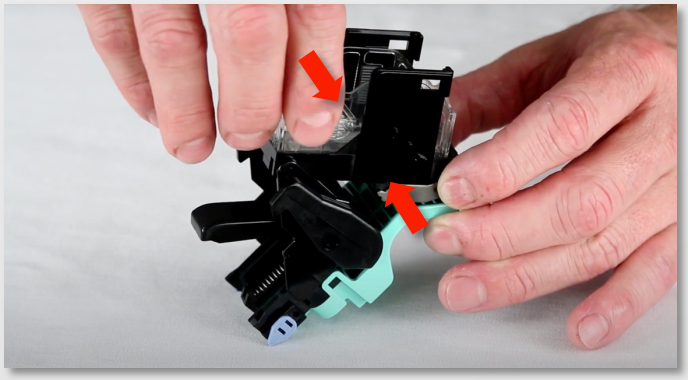
4. Place the caddy on a flat surface. Remove the staple unit by securing the base of the caddy with one hand and pinching the unit at the blue points with the other.



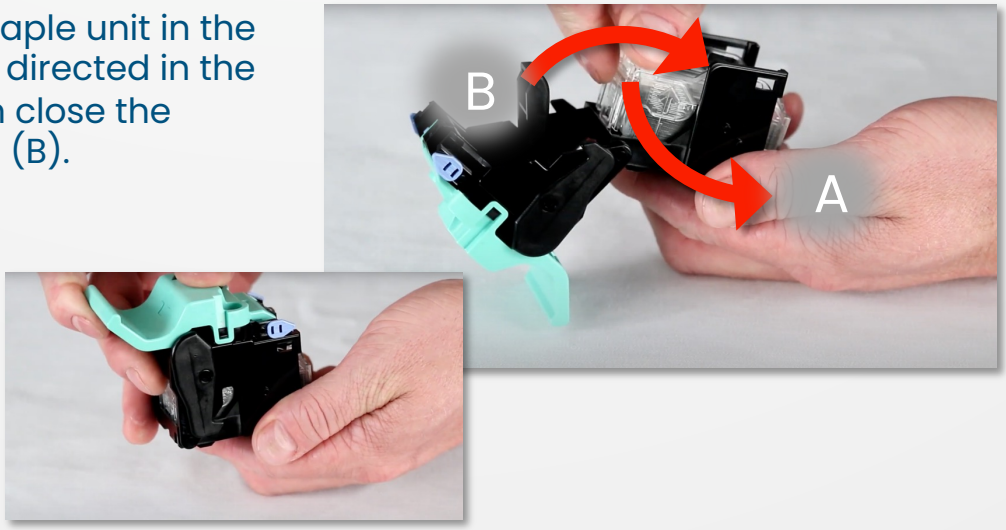
5. Pull back the staple caddy to reveal the empty staple unit.



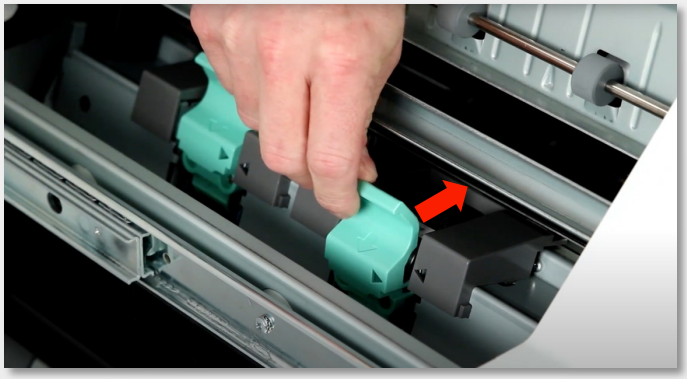
6. Pinch the staple unit and lift out of the staple caddy.



7. Place the new staple unit in the staple caddy as directed in the picture (A). Then close the staple caddy up (B).



8. Place the staple caddy back in the booklet unit.



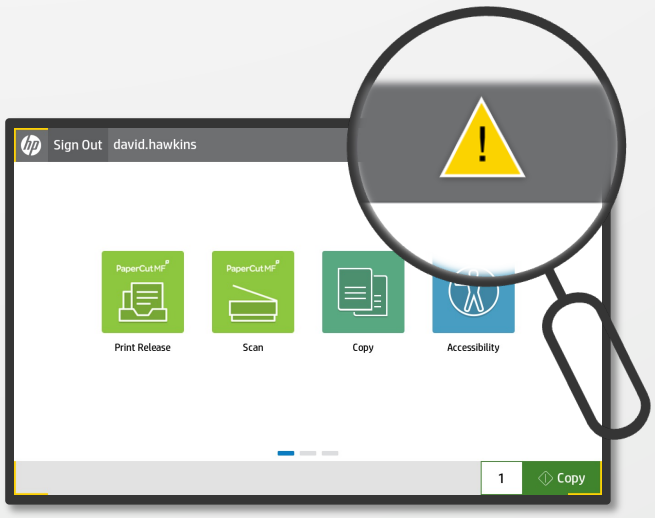
9. Slide back the booklet unit then close the Booklet Finisher door.

Message Centre - Errors

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

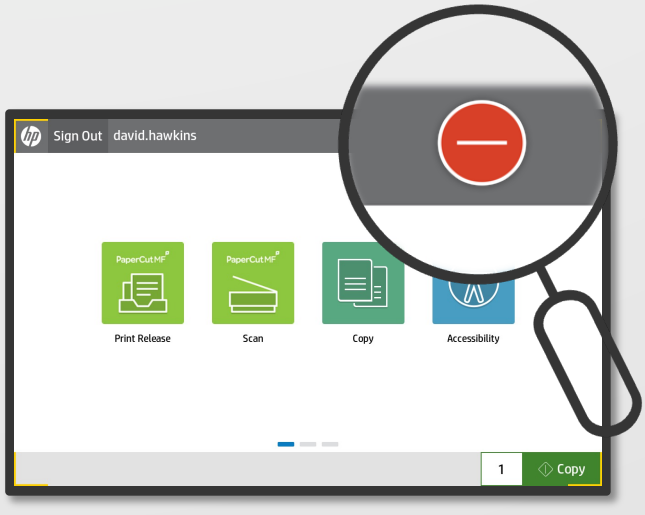
When you complete a step, the printer displays instructions for the next step until you have completed all steps in the procedure.

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.



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