

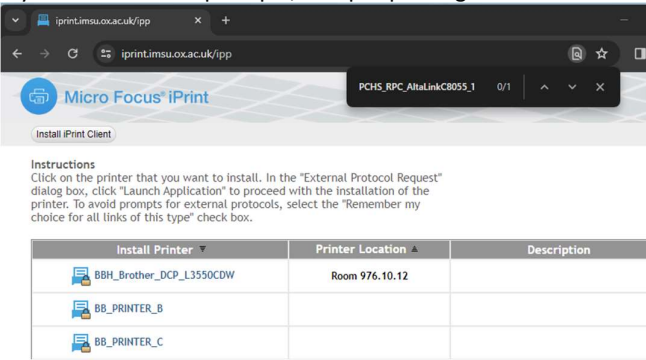
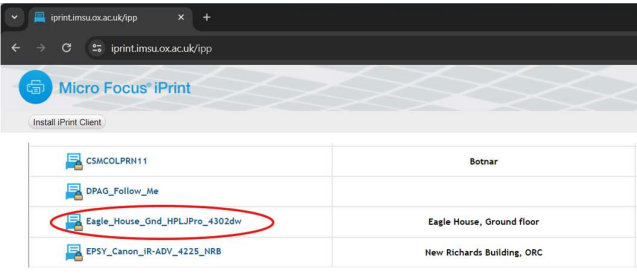
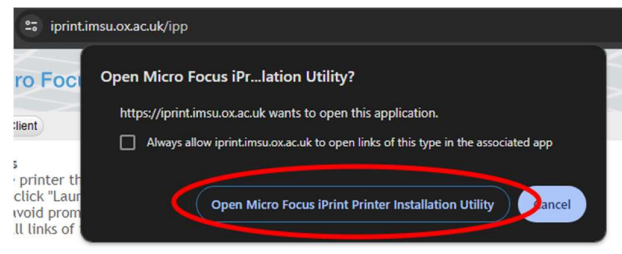
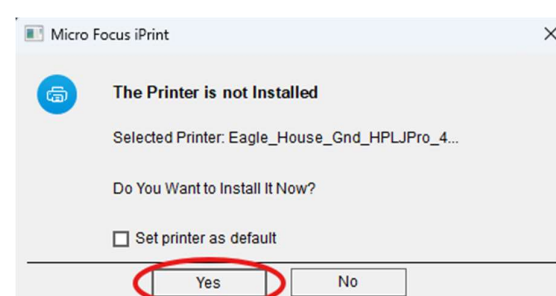
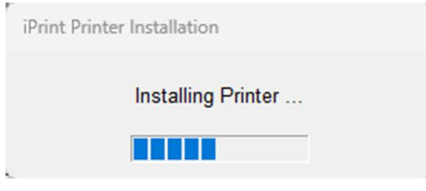
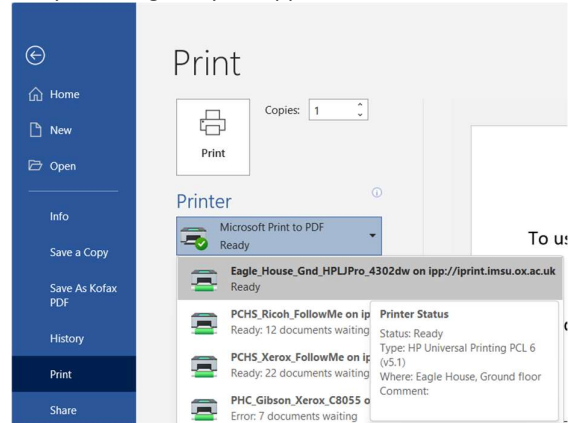
How to setup the Eagle House printer

To use the HP printer in Eagle House you need to install the print queue on your PHC device by using the following web link:

<https://iprint.imsu.ox.ac.uk/ipp>

The department print queues are as follows:

Print queue name	Building	Room
Eagle_House_Gnd_HPLJPro_4302dw	Eagle House	Ground Floor Rm 10.10

<p>1. On main screen press Ctrl key and F to bring up the find window, copy the name of the printer into the find box and press return. You may be prompted to update the iPrint client. If you receive these prompts, accept updating the client</p> 	<p>2. Click on the name of the printer you want to install</p> 
<p>3. Click on 'Open Micro Focus iPrint Printer Installation Utility'</p> 	<p>4. Click on 'Yes' to the 'Printer is not installed' message</p> 
<p>5. Wait for the installation (this can take some time)</p> 	<p>6. Your printer is now installed. You can print directly to this device by selecting it in your application</p> 

Note: When printing direct to a device **your document will print immediately** so please ensure you collect your printout promptly. Do not send any confidential documents to print unless you are able to collect it.

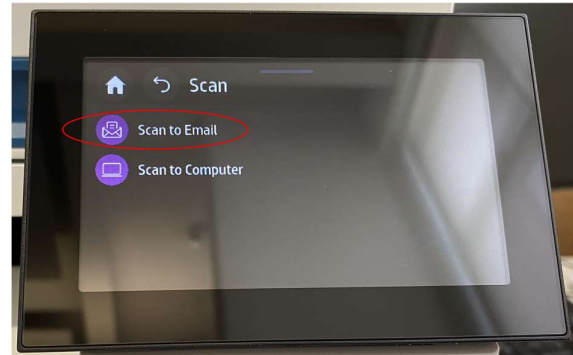
Using the Scan-To-Email option on the Eagle House printer

You can send scanned documents in PDF to your email address via the HP Printer, however the method is different to the Ricoh units. Please follow these steps.

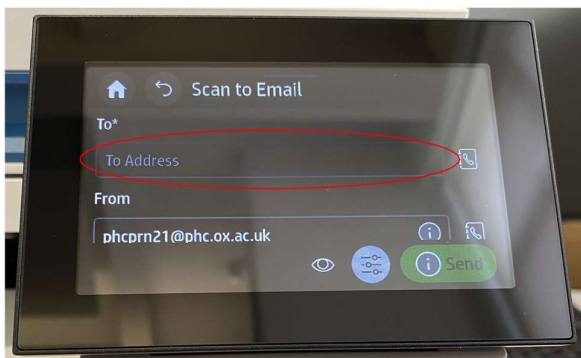
1. Put the document into the sheet feeder on the top (or directly on the glass) and on the touch screen press the 'Scan' icon.



2. Touch 'Scan to Email'.



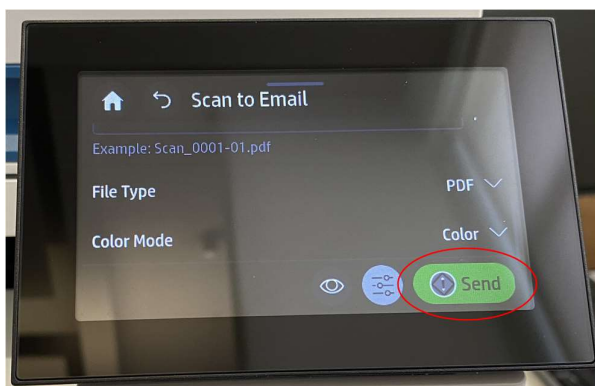
3. Touch the 'To*' field.



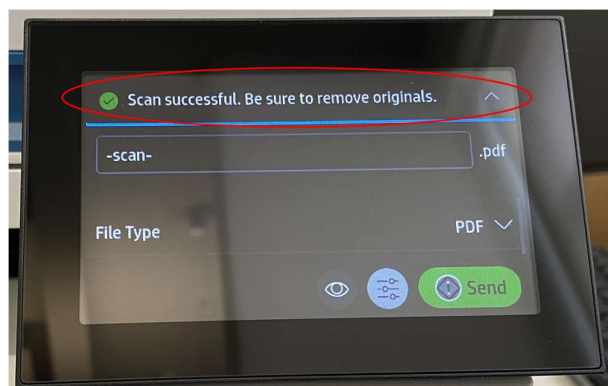
4. Enter your PHC email address using the on-screen keyboard (for example below shows a generic account email).



5. If you want to change document options scroll to the bottom. When ready touch the green 'Send' button.



6. The printer will scan your document and send you the PDF of the file. You will see the confirmation 'Scan successful' at the top.



7. Return to the main display by pressing the house icon in the top left of the screen.

