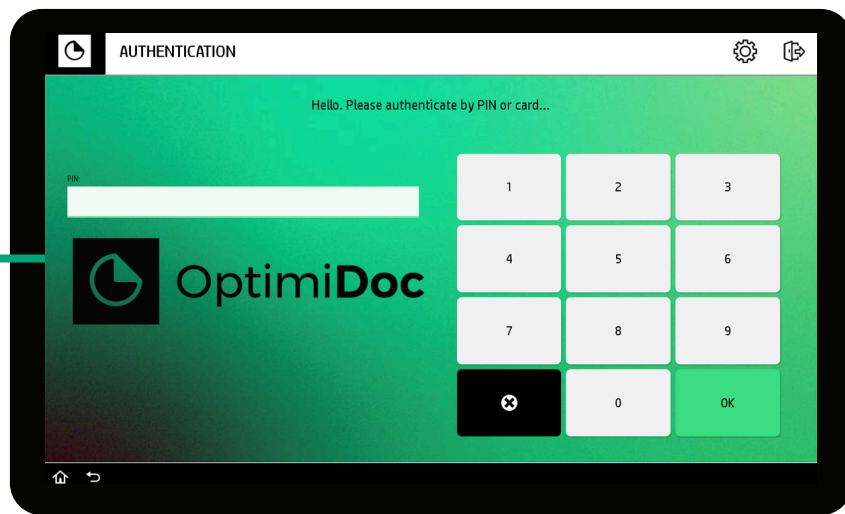


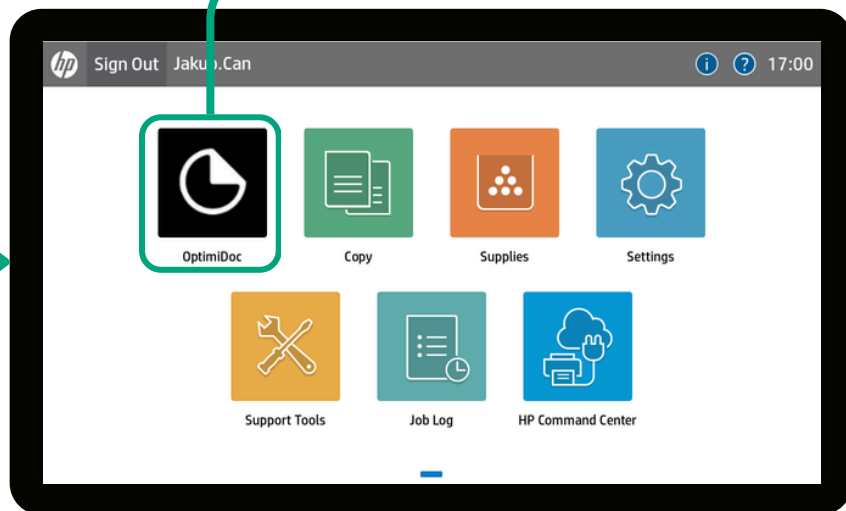
HP Scan User Guide

Authentication



Before using the device, you must authenticate using one of the available login methods:

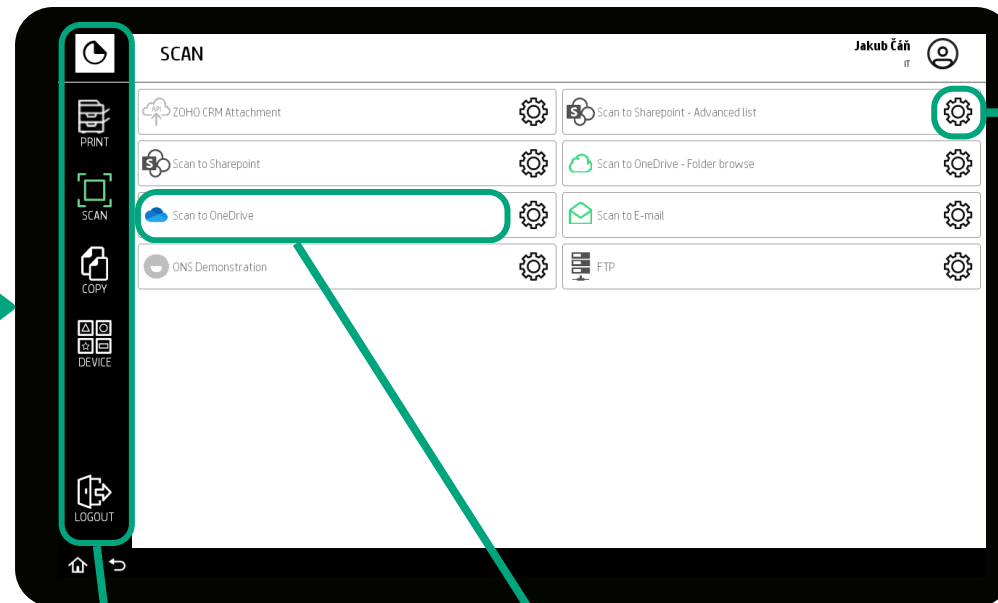
- **PIN** - Enter your OptimiDoc Cloud PIN directly on the device.
- **ID Card** - Authenticate by swiping your ID card on the device card reader.



Once you have authenticated, you will be taken to the device's main menu. To open OptimiDoc, tap the **OptimiDoc** icon.

Document workflows

The Scan section lists all scan workflows available for your account. You can either **perform a quick scan** by clicking the workflow icon or name, or access **advanced settings** by clicking the setup icon.



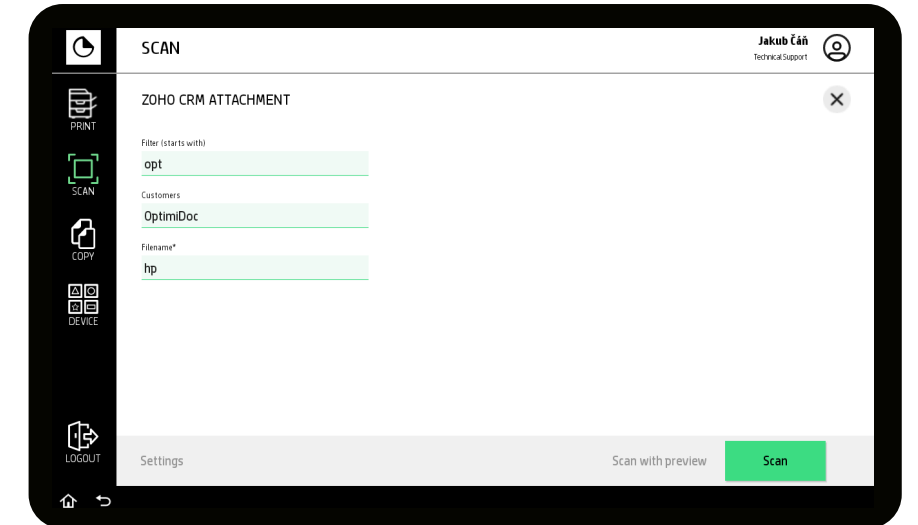
Quick scan

Main menu

The **Main Menu** allows you to navigate between the device's native functions and OptimiDoc Cloud features.

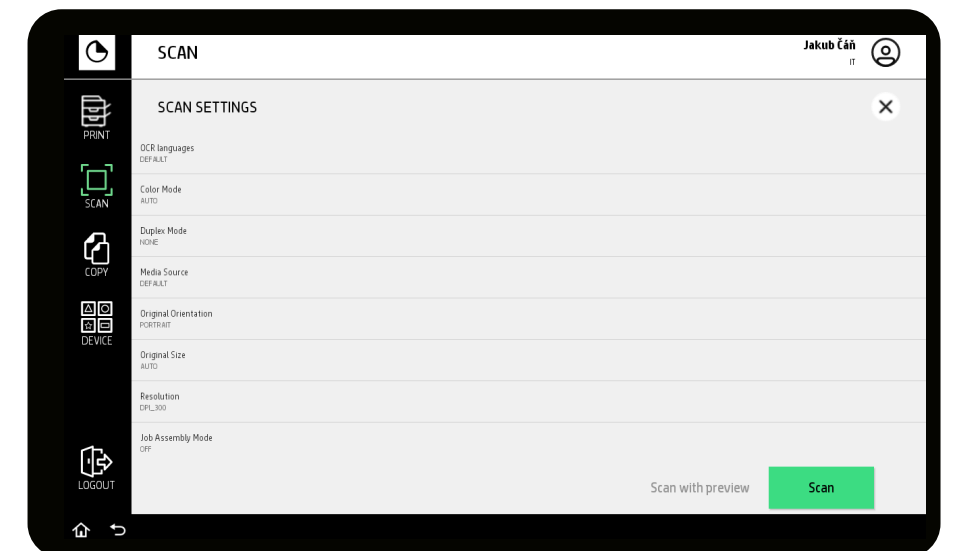
- **Print** – Opens the OptimiDoc Cloud printing section.
- **Scan** – Displays the list of available document workflows.
- **Copy** – Opens the OptimiDoc Cloud copy application.
- **Device** – Opens the main menu of the multifunction device.
- **Logout** – Signs out of the device.

Document workflow detail



In the Document Workflow Details, you can enter manual parameters for the document, if required. Mandatory fields are marked with an asterisk (*), and the scan cannot be started until all required parameters are completed. To start scanning, select **Scan**. If you need to adjust the scan parameters, select **Scan settings** to modify the scan configuration before starting the scan. Once the scan is completed, you are redirected back to the list of workflows.

Scan settings



You can modify the final scan parameters by adjusting the document resolution, colour mode, or selecting single- or double-sided scanning or more (depending on device capabilities). Once you have completed the configuration, select **Scan**. To revert to the default workflow settings, click the **Cross**.