
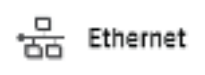
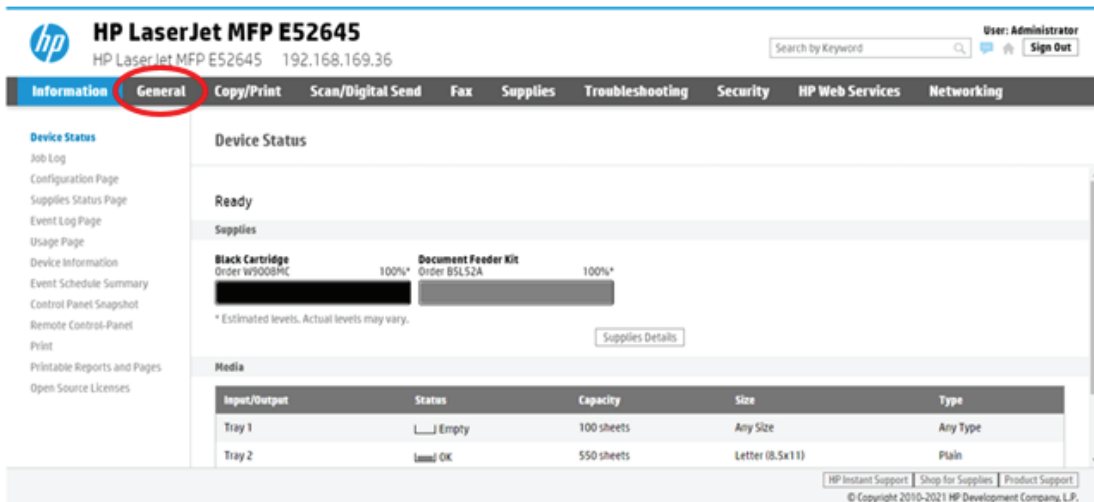


## HP PRODUCT QUICK GUIDE

### CUSTOMIZE THE HOME SCREEN

Objective: Customize the home screen of the MFP using the device's webpage

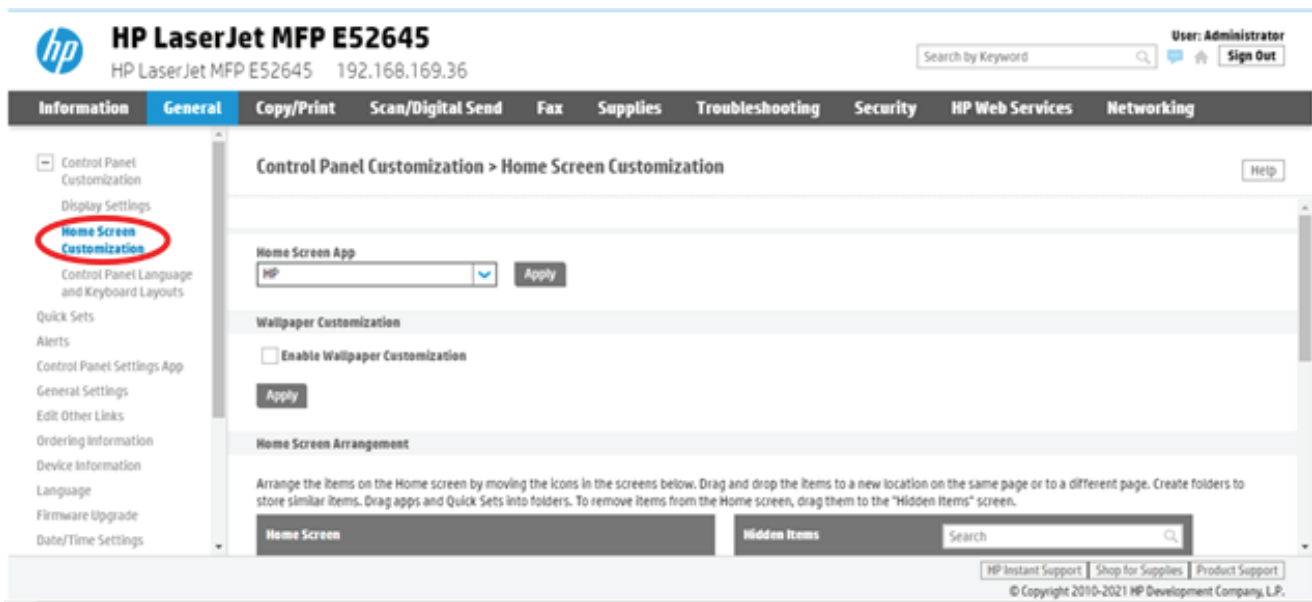
1. Obtain the IP address of the MFP
  - At the MFP, click the blue "i" 
  - Then, select the "Ethernet" button to display the machine's information 
  - The IPv4 address will be used to access the MFP web page
2. Access the web page by typing the IP address of the MFP to a browser on the same network as the MFP. Do not add www or http to the number, just type in the IP address
3. In the top right corner, use the "sign in" button to log in as an admin. The default password will either be admin or 95973.
4. Navigate to the "General" tab on the top bar



Input/Output	Status	Capacity	Size	Type
Tray 1	Empty	100 sheets	Any Size	Any Type
Tray 2	OK	550 sheets	Letter (8.5x11)	Plain



5. On the left side menu, click on "Home Screen Customization"



6. This page will give you the ability to customize your wallpaper or rearrange your home screen. When rearranging your home screen, make use of the hidden items screen (right) to help with rearranging from page to page. You can create folders of applications and folders of quick sets to help increase your productivity and workflows.

