



How to:

Сору

**Digital Send** 

Fax

Store Jobs

www.hp.com/support/cljcm6030mfp www.hp.com/support/cljcm6040mfp www.hp.com/go/usemyMFP

# Quick reference summary

Page	How do I?	Steps to Perform
1	Make black & white or color copies	Touch <b>Copy</b> . Touch <b>Color/Black</b> . To make black copies, touch <b>Black</b> . To make color copies, touch <b>Color</b> . Touch <b>OK</b> . Press <b>Start</b> .
2	Make two-sided copies	Touch <b>Copy</b> . If the original document is printed on one side, touch <b>1-sided original</b> , <b>2-sided output</b> . Or, if the original document is printed on both sides, touch <b>2-sided</b> original, <b>2-sided output</b> . Touch <b>OK</b> . Press <b>Start</b> .
3	Copy printed pictures or photos	Touch Copy. Touch Original Size. Touch More Options. Touch Optimize Text/Picture. Touch Printed Picture or Photograph. Touch OK. Press Start.
4	Make a booklet	Touch <b>Copy</b> . Touch <b>More Options</b> . Touch <b>Booklet</b> <b>Format</b> . Touch <b>Booklet on</b> . If the original is printed on one side, touch <b>1-sided</b> . If it is printed on both sides, touch <b>2-</b> <b>sided</b> . Touch <b>OK</b> . Press <b>Start</b> .
5	Send to e-mail	Touch <b>E-mail</b> . Complete the <b>From:</b> , <b>To:</b> , and <b>Subject:</b> fields. Press <b>Start</b> .
6	Scan to a network folder	Touch <b>Network Folder</b> . Select the folder in which you want to save the document. Or, touch <b>Network Folder Path</b> to open the keyboard, and then type the folder path. Touch <b>File</b> <b>Name</b> to open the keyboard, and then type the file name. Press <b>Start</b> .
7	Send a fax	Touch <b>Fax</b> . Touch <b>Fax Recipients</b> . Enter a fax number. Touch <b>OK</b> . Touch the down-arrow button to add the number to the recipients list. Repeat to add more numbers. Press <b>Start</b> .
8	Store a copy job	Touch <b>Job Storage</b> . Touch <b>Create</b> . Touch <b>New Job</b> . Type a folder name. Touch the down arrow, and type a job name. Touch <b>OK</b> . Optional: To make the job private, touch <b>PIN to</b> <b>print</b> , and then type the PIN for the job. Touch <b>OK</b> . Press <b>Start</b> .
10	Retrieve a stored job	Touch <b>Job Storage</b> . Select the folder in which the job is stored. Select the job from the list. If the job is private, touch the box below <b>PIN:</b> and type the correct PIN. Press <b>Start</b> .

# Make black & white or color copies



Step 1

Place the original face-up in the document feeder or face-down on the glass.

				?
🔿 Auto d	tect			
Color				
🖲 Black				
			ок	Cancel

#### Step 4

To make black copies, touch **Black**. To make color copies, touch **Color**. Touch **OK**.



## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.





Press Start.



### Step 3

Touch Color/Black.

# Make two-sided copies



#### Step 1

Place the original face-up in the document feeder or face-down on the glass.



### Step 4

If the original is printed on one side, touch 1sided original, 2-sided output. If the original is printed on both sides, touch 2-sided original, 2-sided output. Touch OK.



## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.





Press Start.



## Step 3

Touch Sides.

# Copy printed pictures or photos



Step 1

Place the original face-up in the document feeder or face-down on the glass.





Touch Optimize Text/Picture.



### Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.

$\wedge$	(
Manualy adjust	Use the slider to manually adjust how your output is optimized.
O Text	
O Printed picture	Optimize For:
🔿 💹 Photograph	
	Text Picture
	OK Cancel



Touch Printed Picture or Photograph.



#### Step 3

Touch More Options.





# Make a booklet



#### Step 1

Place the original face-up in the document feeder.



#### Step 4

Touch Booklet Format.



## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.

Booklet	Cignal Soc
Booklet off	• 1 1sided
O Booklet on	2 2-sided
$\smile$	$\sim$
	Border on each page
	OK Cancel

#### Step 5

Touch **Booklet on**. If the original is printed on one side, touch **1-sided**. If it is printed on both sides, touch **2-sided**. Touch **OK**.



### Step 3

Touch More Options.





# Send to e-mail



Step 1

Place the original face-up in the document feeder or face-down on the glass.





Type the e-mail address. Touch the down arrow next to **To**. Touch **Subject**, and type the text. Touch **OK**.



### Step 2

Touch **E-mail**. If prompted, type your user name and password.



Step 5

Press Start.



### Step 3

Touch the **From** field, and type your e-mail address. Touch the **To** field.

# Scan to a network folder



Step 1

Place the original face-up in the document feeder or face-down on the glass.





Touch **File Name** to open the keyboard, and then type the file name. Touch **OK**.





Touch Network Folder.





Press Start.



#### Step 3

Select the folder in which you want to save the document. Or, touch **Network Folder Path** to open the keyboard, and then type the folder path. Touch **OK.** 

# Send a fax



Step 1

Place the original face-up in the document feeder or face-down on the glass.

6			2
Fax Recipients:	Speed Dial Code:	Speed Dials 01 03 05	

#### Step 4

Touch the down-arrow button to add the number to the recipients list. Repeat to add more numbers.



### Step 2

Touch  $\ensuremath{\textbf{Fax}}$  . If prompted, type your user name and password.

60			?
Fax Recipients:	Speed Dial Code:	Speed Dials	
1234567	00	01	
	04	05	
Delete Details	Mire Options		
Stop E	$\mathbf{U}$		

#### Step 5

Touch **More Options**. Verify that the settings match those of your original.



#### Step 3

Touch **Fax Recipients**. Enter a fax number. Touch **OK**.





# Store a copy job



#### Step 1

Place the original face-up in the document feeder or face-down on the glass.

₫ 📀		Black	Copies: 1
< Back Job Folders	Retrie	ve 🌔	Create
Job Folders	Select a job folder from job to view information	the list at left about that job.	. Then see that stored
Delete Print List			

## Step 3

Touch Create.



### Step 2

Scroll down and touch Job Storage.

60	Blac	tk Copies:
< Back Job Folders	Retrieve	Create
Job Folders	Folder Name:	
🖬 🍘 Untitled	Untitled	H
	Job Name:	
	Untitled	
New Job	More Options	
Step 4		

Touch New Job.

# Store a copy job (continued)



#### Step 5

Type a name for the folder. Touch the down arrow next to **Folder Name**. Touch **Job Name**, and type a name for the job. Touch **OK**.



### Step 7

Press **Start**. The job is saved on the product until you delete it.



### Step 6

Optional: To make the job private, touch **PIN to print**, and then type the PIN for the job. Touch **OK**.

# Retrieve a stored job



#### Step 1

Scroll down and touch Job Storage.

6	Bla	rck Copies: 📘 🕐
< Back Job Folders > Untitled > job1	Retrieve	Create
Untitled This is a	a private job. You must ente	r the correct PIN to
🥥 job1 🖉 🦉 🔒	it.	
PDt	$\mathbf{D}$	
Delete Print List		

#### Step 3

Select the job from the list. If the job is private, touch the box below **PIN:** and type the correct PIN.



### Step 2

Select the folder in which the job is stored.





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#### Resources

Product support information is available at www.hp.com/support/cljcm3530mfp.

- User guide
- Job aids
- Animated procedures

MFP simulations on HP's Use My MFP site:

www.hp.com/go/usemymfp



