HP Color LaserJet CM6030/6040 MFP Series
Quick Reference Guide

How to:

Copy

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 **Copy**. Touch **Color/Black**. To make black copies, touch **Black**. To make color copies, touch **Color**. Touch **OK**. Press **Start**.
2	Make two-sided copies	Touch **Copy**. If the original document is printed on one side, touch **1-sided original, 2-sided output**. Or, if the original document is printed on both sides, touch **2-sided original, 2-sided output**. Touch **OK**. Press **Start**.
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 **Copy**. Touch **More Options**. Touch **Booklet Format**. 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**. Press **Start**.
5	Send to e-mail	Touch **E-mail**. Complete the **From:**, **To:**, and **Subject:** fields. Press **Start**.
6	Scan to a network folder	Touch **Network Folder**. 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 **File Name** to open the keyboard, and then type the file name. Press **Start**.
7	Send a fax	Touch **Fax**. Touch **Fax Recipients**. Enter a fax number. Touch **OK**. Touch the down-arrow button to add the number to the recipients list. Repeat to add more numbers. Press **Start**.
8	Store a copy job	Touch **Job Storage**. Touch **Create**. Touch **New Job**. Type a folder name. Touch the down arrow, and type a job name. Touch **OK**. Optional: To make the job private, touch **PIN to print**, and then type the PIN for the job. Touch **OK**. Press **Start**.
10	Retrieve a stored job	Touch **Job Storage**. Select the folder in which the job is stored. Select the job from the list. If the job is private, touch the box below **PIN:** and type the correct PIN. Press **Start**.

Make black & white or color copies

Step 1

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

Step 4

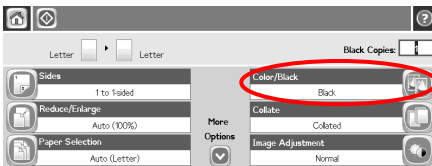To make black copies, touch **Black**. To make color copies, touch **Color**. Touch **OK**.
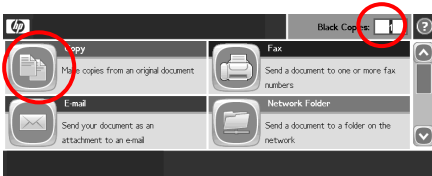
Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.
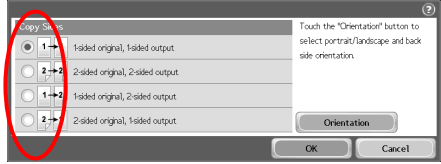
Step 5

Press **Start**.

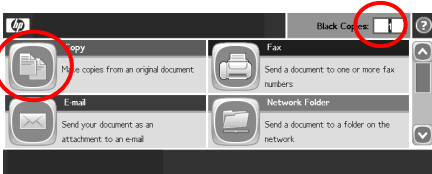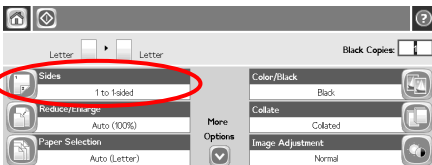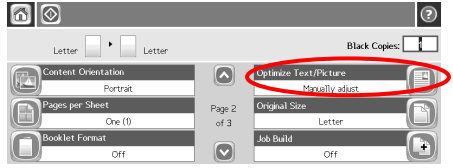### Step 3

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 **1-sided 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**.

Step 5

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.

Step 2

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

Step 3

Touch **More Options**.

Step 4

Touch **Optimize Text/Picture**.
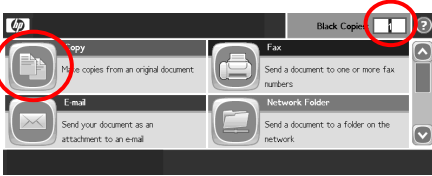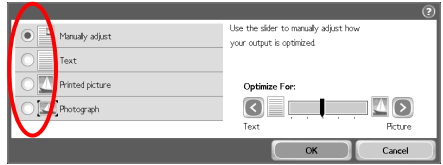
Step 5

Touch **Printed Picture** or **Photograph.**
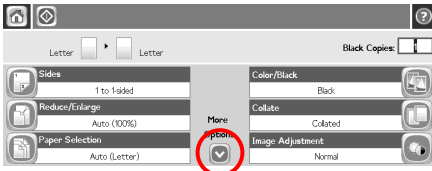
Step 6

Press **Start**.

Make a booklet

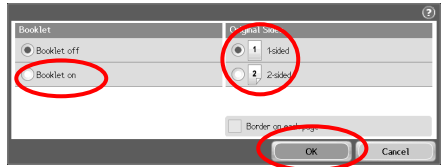## Step 1

Place the original face-up in the document feeder.

Step 2

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

Step 3
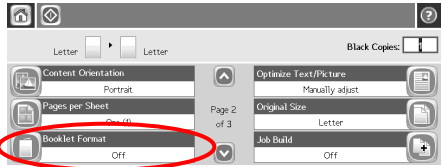
Touch **More Options**.

Step 4

Touch **Booklet Format**.

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**.
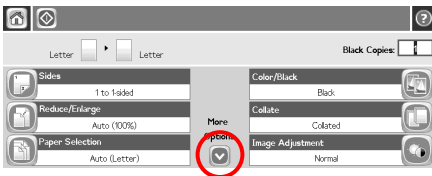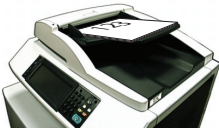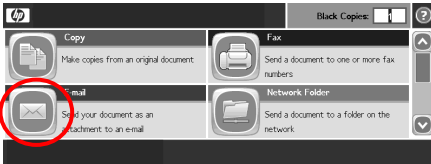
Step 6

Press **Start**.

Send to e-mail

Step 1

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

Step 4

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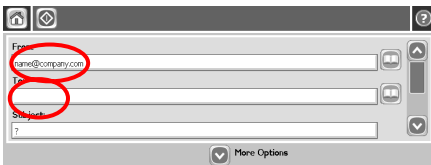

Step 2

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.
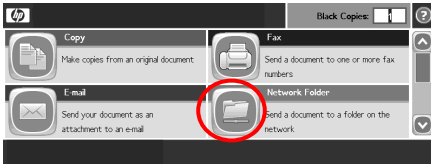
Scan to a network folder

Step 1

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

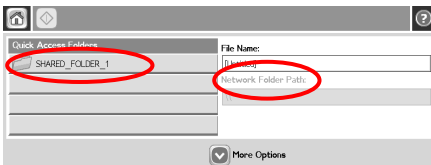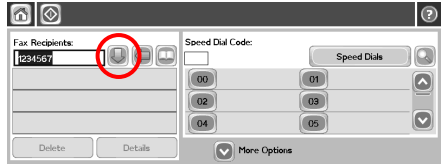### Step 2

Touch **Network Folder**.

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.**

Step 4

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

Step 5

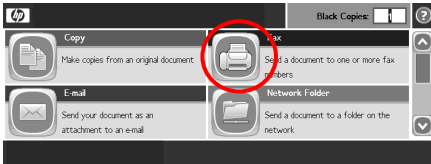Press **Start**.

Send a fax

Step 1

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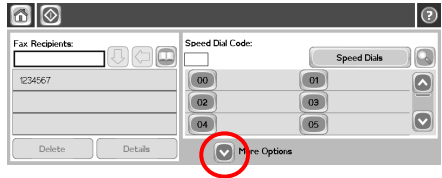

Step 4

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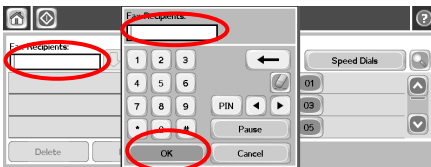

Step 2

Touch **Fax**. If prompted, type your user name and password.

Step 5

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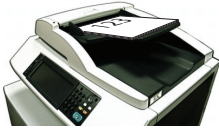

Step 3

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

Step 6

Press **Start**.

Store a copy job

Step 1

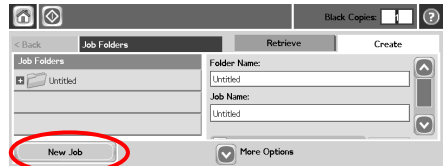Place the original face-up in the document feeder or face-down on the glass.

Step 3

Touch **Create**.

Step 2

Scroll down and touch **Job Storage**.

Step 4

Touch **New Job**.

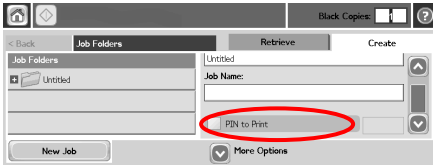# Store a copy job (continued)

Step 5

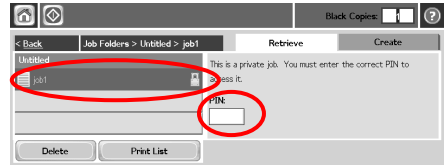Type a name for the folder. Touch the down arrow next to **Folder Name**. Touch **Job Name**, and type a name for the job. Touch **OK**.

Step 6

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

Step 7

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

Retrieve a stored job

Step 1

Scroll down and touch **Job Storage**.

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.

Step 4

Press **Start**.

www.hp.com

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

CE664-90903