# HP Color LaserJet CM1312 MFP Series – Copy

Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
Load originals using the automatic document feeder (ADF) **CAUTION:** To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF. Use the flatbed glass to scan these items.	1 Insert the top-end of the stack of originals into the automatic document feeder input tray, with the media stack face-up and the first page to be copied on top of the stack. 2 Slide the stack into the ADF until it does not move any farther. **Document loaded** appears on the control-panel display. **Document loaded** 3 Adjust the media guides until they are snug against the media. 4 Press **Start Copy Black** or **Start Copy Color** on the product control panel to start copying.

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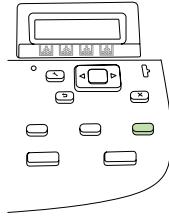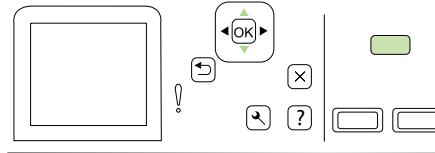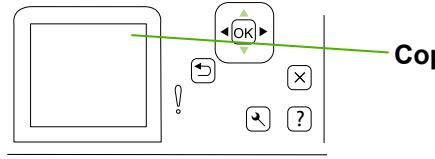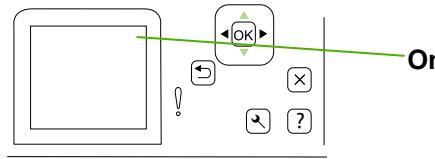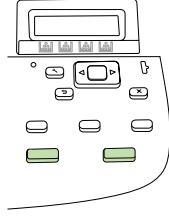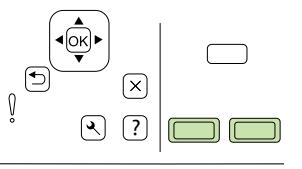
Copy using the flatbed scanner

| How do I?	Steps to perform
Load originals in the flatbed scanner	**1** Make sure that the automatic document feeder (ADF) contains no media. **2** Lift the flatbed scanner cover. **3** Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner. **4** Gently close the lid. **5** Press **Start Copy** on the product control panel to start copying.

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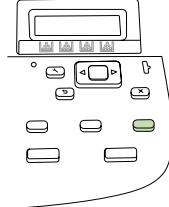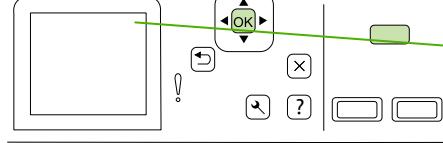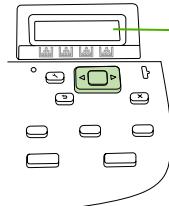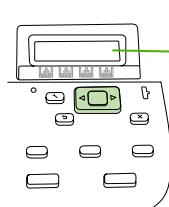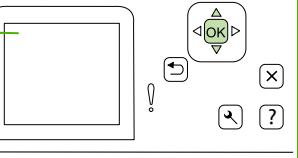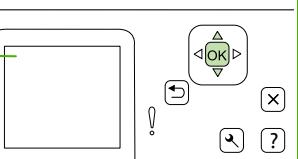
Collate my copy job

| How do I?	Steps to perform	
Change the copy-collation setting	**1** On the product control panel, press **Copy Feature**. **-or-**	
NOTE: The factory-set default for automatic copy collation is **On**.	**2** On products with a graphical display, press **Copy Menu**, then use the arrow keys to select **Options** and press **OK**.	
	3 Use the arrow keys to select **Copy Collation**, and then press **OK**.	**Copy Collation**
	4 Use the arrow buttons to select **On** or **Off**.	**On** or **Off**
	5 Press **Start Copy** to save the selection and immediately start the copy job, or press **OK** to save the selection without starting the job.	
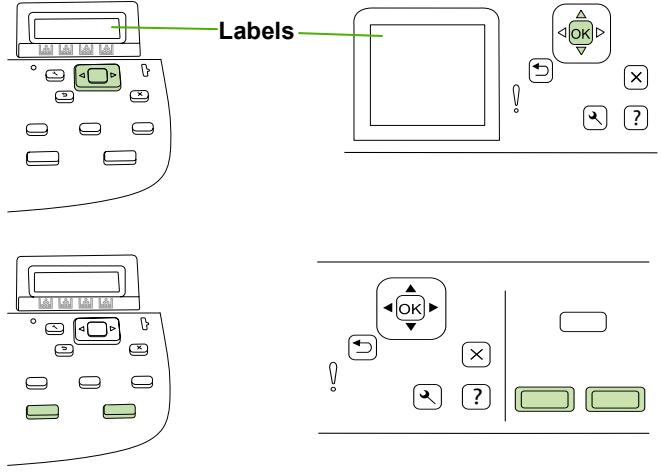
Copy onto media of different types and sizes

How do I?	Steps to perform

Copy onto media of different types and sizes	1 On the product control panel, press **Copy Features**.
	
	    -or-
	
	    For products with a graphical display, press **Copy Menu**, then use the arrow keys to select **Options**, and then press **OK**.
	
	 Options
	
	 2 Use the arrow buttons to select **Copy paper**, and then press **OK**.
	
	 Copy paper
	
	 3 Use the arrow buttons to select a media size, and then press **OK**.
	
	 Letter

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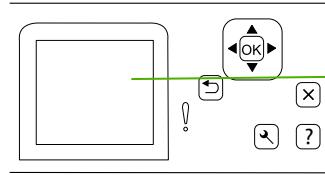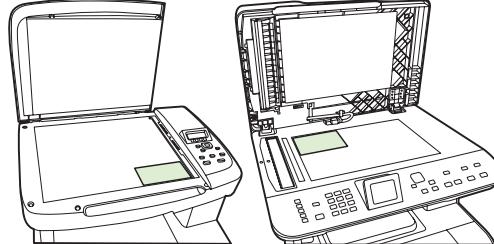
| How do I?	Steps to perform
Copy onto media of different types and sizes (continued)	4 Use the arrow buttons to select a media type, and then press **OK**. **Labels** 5 Press **Start Copy**.

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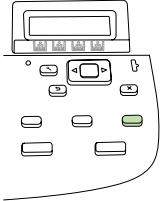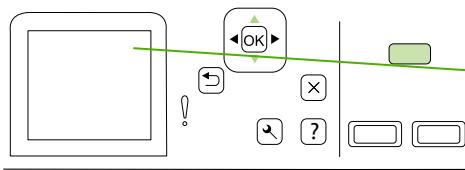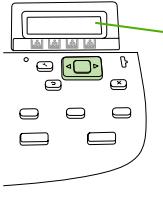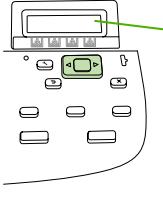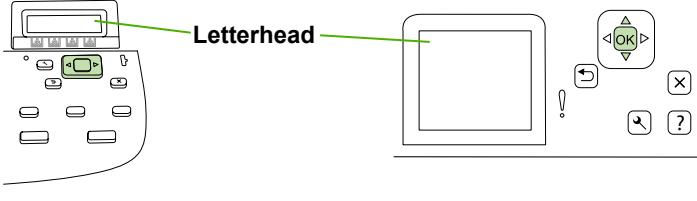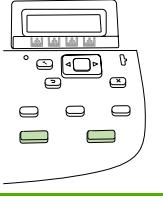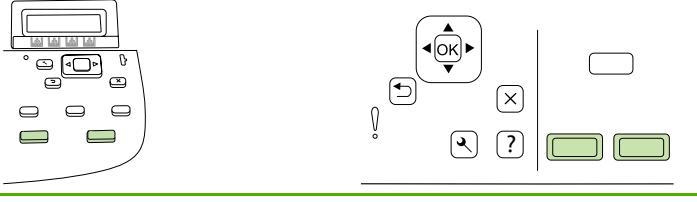
Copy on preprinted letterhead or forms

| How do I?	Steps to perform
Load originals **Automatic document feeder (ADF models only)**	1 Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-up and the first page to be copied on top of the stack. If the media is longer than letter- or A4-sized paper, pull out the ADF input tray extension to support the media. 2 Slide the stack into the ADF until it does not move any farther. **Document loaded** appears on the control-panel display. Document loaded 3 Adjust the media guides until they are snug against the media without restricting movement.
Flatbed scanner **NOTE:** The maximum media size for flatbed scanning is letter. Use the ADF for scanning media larger than letter.	1 Make sure that the automatic document feeder (ADF) contains no media. 2 Lift the flatbed scanner cover. 3 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner. 4 Gently close the lid.

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How do I?	Steps to perform

Copy on preprinted letterhead or forms (continued)
 	
Change the media type to letterhead
	5 On the product control panel, press **Copy Features**.
	
	    -or-
	
	    For products with a graphical display, press **Copy Menu**, then use the arrow keys to select **Options**, and then press **OK**. Options
	
	6 Use the arrow buttons to select **Copy paper**, and then press **OK**. Copy paper
	
	7 Use the arrow buttons to select **Letterhead** or **Preprinted**, and then press **OK**. Letterhead
	
	8 Press **Start Copy**.

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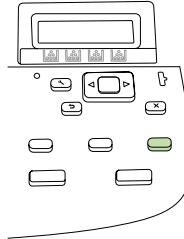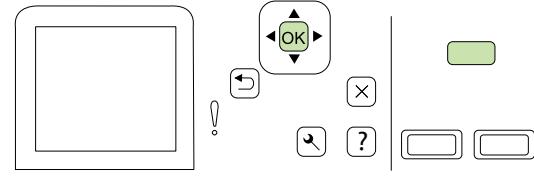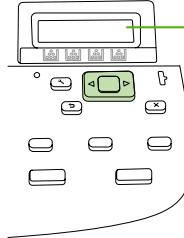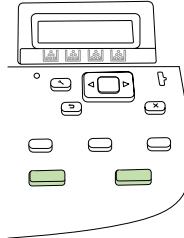
| How do I?	Steps to perform
Copy on preprinted letterhead or forms (continued) Change the default media-type to letterhead	1 On the product control panel, press **Setup**.
	2 Use the arrow buttons to select **System setup**, and then press **OK**. *System setup*
	3 Use the arrow buttons to select **Paper setup**, and then press **OK**. *Paper setup*
	4 Use the arrow buttons to select **Default paper type**, and then press **OK**. *Default paper type*
	5 Use the arrow buttons to select **Letterhead** or **Preprinted**, and then press **OK**. *Letterhead*
	6 Press **OK** to save the selection.

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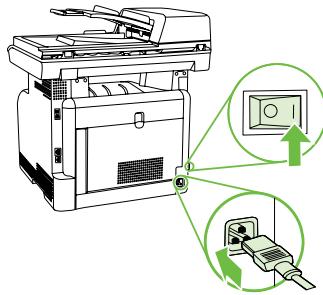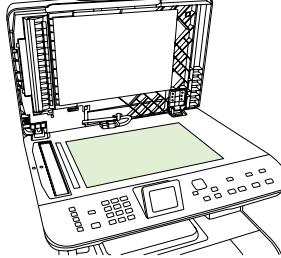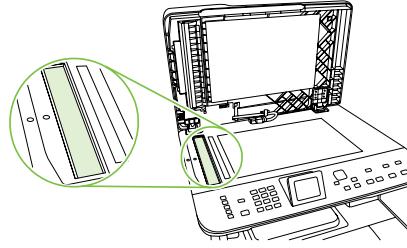
Make my copy look better

How do I?	Steps to perform
Adjust the copy quality for the current job **NOTE:** The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, **Custom settings** appears on the product control-panel display.	**1** On the product control panel, press **Copy Features**. -or- On products with a graphical display, press **Copy Menu**, then use the arrow keys to select **Options**, and then press **OK.** **2** Use the arrow buttons to select **Optimize**, and then press **OK** to see the quality setting for the copy. **3** Use the arrow buttons to scroll through the quality setting options. **4** Select a setting, and then press **Start Copy** to save the selection and immediately start the copy job, or press **OK** to save the selection without starting the job.

How do I?	Steps to perform
Make my copy look better (continued) **Clean the scanner glass**	**1** Turn off the product, unplug the power cord from the electrical socket, and raise the lid.
CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass. They might seep under it and damage the product.	**2** Clean the glass by using a soft, lint-free cloth or sponge that has been moistened with nonabrasive glass cleaner.
	3 Clean the scanner strip (ADF models only) by using a soft, lint-free cloth or sponge that has been moistened with nonabrasive glass cleaner. **NOTE:** To prevent spotting, dry the glass by using a chamois or cellulose sponge.

Reduce or enlarge the image

How do I?	Steps to perform
Reduce or enlarge copies for the current job	**1** On the product control panel, press **Copy Features**. **-or-** On products with a graphic display, press **Copy Menu**. **2** On products with a graphic display, select **Size**. Size **3** Select the size to which you would like to reduce or enlarge the copies in this job. If you select **2 pages per sheet** or **4 pages per sheet**, select the orientation (portrait or landscape). 2 pages per sheet **4** Press **Start Copy** to save the selection and immediately start the copy job, or press **OK** to save the selection without starting the job.