

HP Color LaserJet CM6030/6040 MFP Series
Quick Reference Guide



How to:

Copy

Digital Send

Fax

Store Jobs

www.hp.com/support/cljcm6030mfp

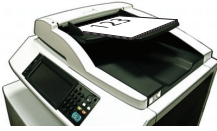
www.hp.com/support/cljcm6040mfp

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



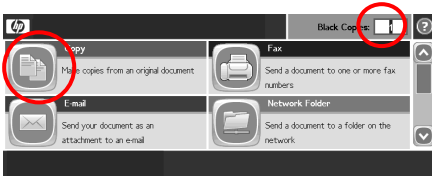
Step 1

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**.



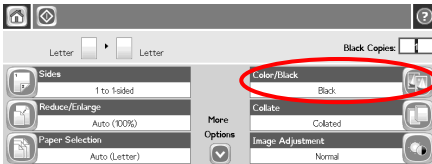
Step 2

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



Step 5

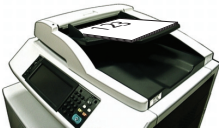
Press **Start**.



Step 3

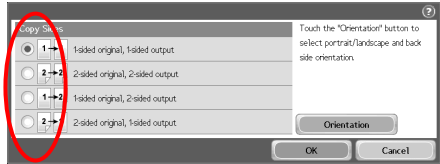
Touch **Color/Black**.

Make two-sided copies



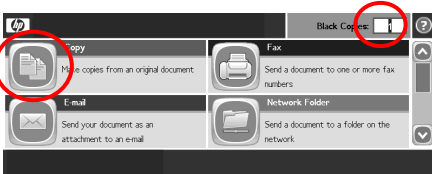
Step 1

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**.



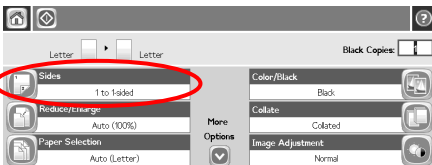
Step 2

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



Step 5

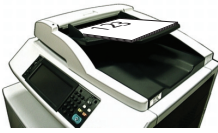
Press **Start**.



Step 3

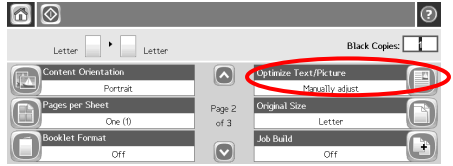
Touch **Sides**.

Copy printed pictures or photos



Step 1

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



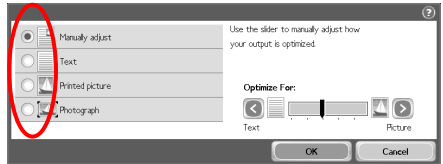
Step 4

Touch **Optimize Text/Picture**.



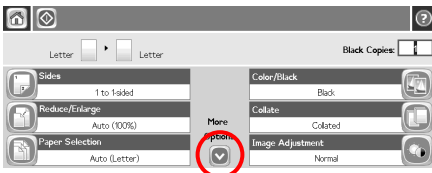
Step 2

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



Step 5

Touch **Printed Picture** or **Photograph**.



Step 3

Touch **More Options**.



Step 6

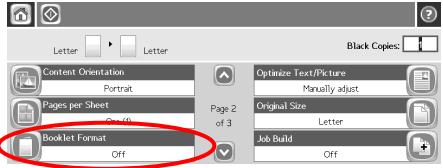
Press **Start**.

Make a booklet



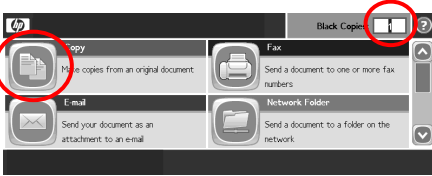
Step 1

Place the original face-up in the document feeder.



Step 4

Touch **Booklet Format**.



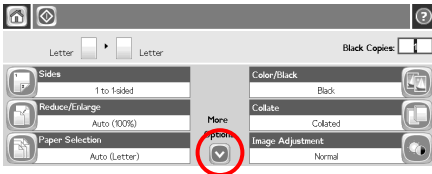
Step 2

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



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**.



Step 6

Press **Start**.

Send to e-mail



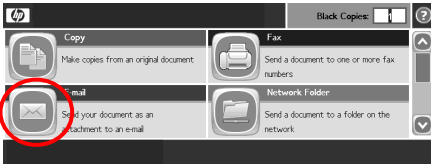
Step 1

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**.



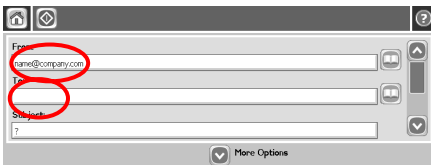
Step 2

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



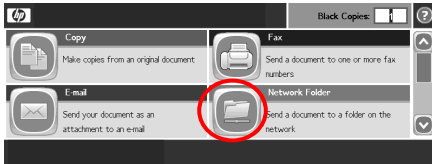
Step 1

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



Step 4

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



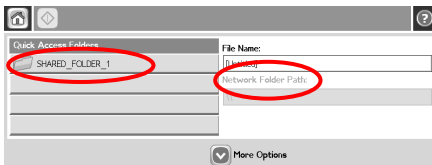
Step 2

Touch **Network Folder**.



Step 5

Press **Start**.



Step 3

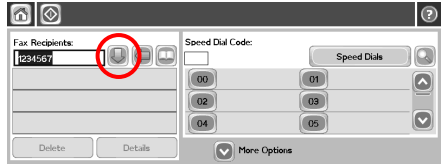
Select the folder in which you want to save the document. Or, touch **Network Folder Path** to open the keyboard, and then type the folder path. Touch **OK**.

Send a fax



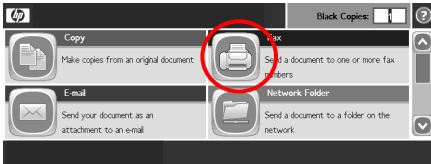
Step 1

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



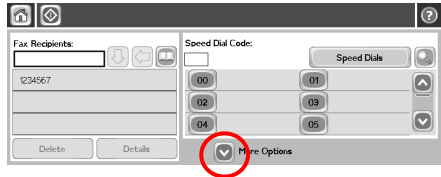
Step 4

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



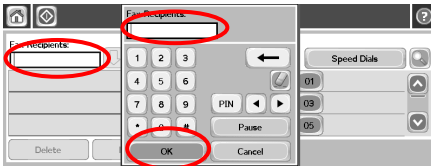
Step 2

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

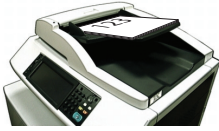
Touch **Fax Recipients**. Enter a fax number.
Touch **OK**.



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.



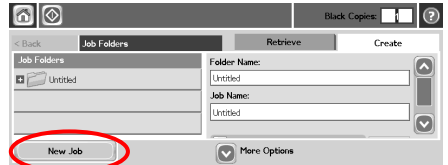
Step 3

Touch **Create**.



Step 2

Scroll down and touch **Job Storage**.



Step 4

Touch **New Job**.

Store a copy job (continued)



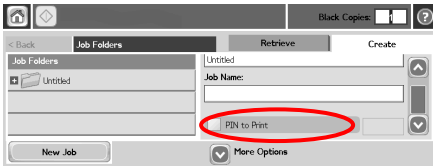
Step 5

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 7

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



Step 6

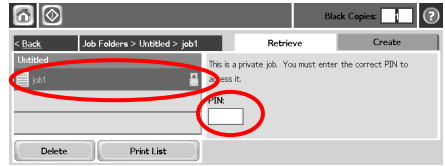
Optional: To make the job private, touch **PIN to print**, and then type the PIN for the job. Touch **OK**.

Retrieve a stored job



Step 1

Scroll down and touch **Job Storage**.



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**.

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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



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