HP CM8060/CM8050 Color MFP with Edgeline Technology

## Quick Reference Guide

Key features

Functionality

- Copy from the automated document feeder (ADF) or scanner glass
- Print from your PC
- Fax (if enabled)
- Scan and send to e-mail
- Scan and send to a network folder
- Job storage and retrieval

Edgeline technology

- Edgeline inkjet technology uses six printheads to lay down ink across the page width
- Five ink cartridges (cyan, magenta, yellow, black, bonding agent)
- Bonding agent improves image sharpness and durability
- Prints pages at different speeds, depending on the page content
- Printed pages are cool to the touch

Product walkaround

1   On/off button

2   Document feeder

3   HP Easy Select Control panel

4   Front door

5   Tray 1 (manual feed; holds 80 sheets of standard paper)

6   Tray 5 (optional high-capacity tray; holds 4,000 sheets of standard paper)

7   Tray 4 (holds 500 sheets of standard paper)

8   Tray 3 (holds 500 sheets of standard paper)

9   Tray 2 (holds 500 sheets of standard paper)

10   Ink cartridge door

11   Optional finisher

- Bin 1 (holds 400 sheets of standard paper)
- Bin 2 (holds 400 sheets of standard paper)
- Bin 3 (holds 200 sheets of standard paper)
- Bin 4 (holds 200 sheets of standard paper)
- Bin 5 (holds 2500 sheets of standard paper)

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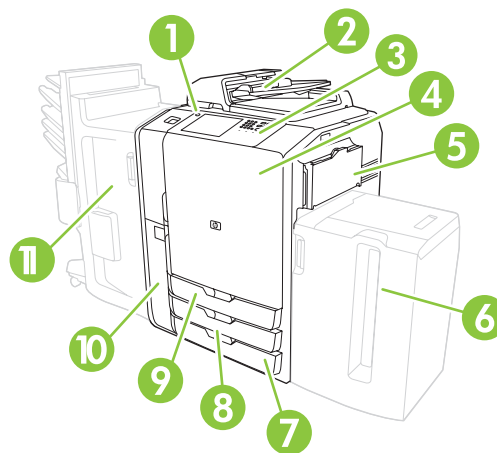
Copy

Copy from the document feeder

The document feeder holds a maximum of 100 sheets of paper.

Place the original document face-up in the document feeder, with the top edge of the document toward the rear of the document feeder or feeding first into the input slot. For two-sided originals, place the first side of the original face-up.

NOTE: The document feeder beeps and illuminates a green light when an original is properly loaded.

Adjust the paper guides so that they are touching the original document.

NOTE: For the fastest performance when using Letter or A4-size paper, place the short edge of the document toward the rear of the document feeder.

To use the default copy options, use the numeric keypad on the control panel to select the number of copies, and press **Start**.

To use customized settings, touch **Copy**. Specify the settings, and then press **Start**.

NOTE: You can use either the hard **Start** button on the control panel or the **Start Copy** button on the touchscreen.

Retrieve the original document from the output bin that is under the document feeder input-tray. Retrieve the copies from the output bin that is on the left side of the device.
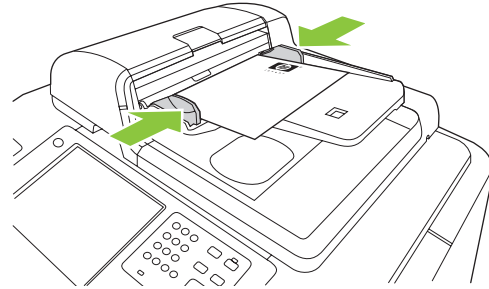
Copy from the glass

1   Place the original document face-down on the glass.

2   Align the corner of the original with the upper-left corner of the glass.

To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press **Start**.

To use customized settings, touch **Copy**. Specify the settings, and then press **Start**.

NOTE: You can use either the hard **Start** button on the control panel or the **Start Copy** button on the touchscreen.
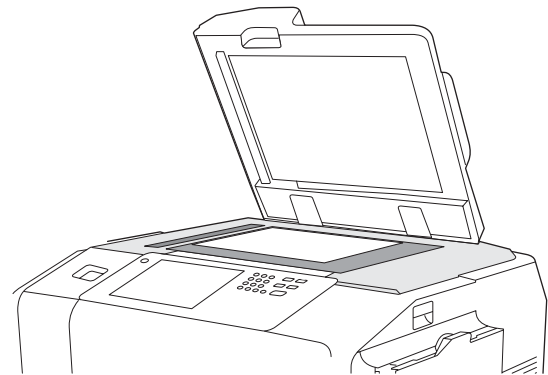
Copy mixed-size originals

You can copy original documents that are printed on different sizes of paper as long as the sheets of paper have one common dimension, and that dimension is not greater than 297 mm (11.7 inches). For example, you could combine Letter and Legal sizes, or you could combine A4 and A5 sizes.

1   Arrange the sheets in the original document so they all have the same width.

2   Place the sheets face-up into feeder, and adjust the
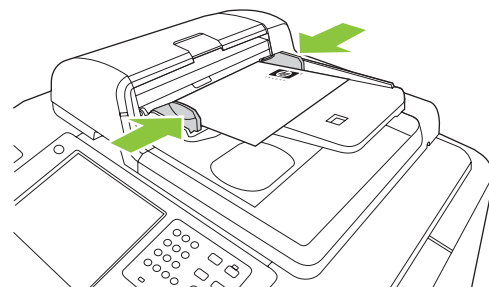
paper-width guides against the document.

3 From the Home screen, touch **Copy**.

4 Touch **More Options**.

5 Touch **Original Size**.

6 Select **Mixed Sizes (of same width)**, and then touch **OK**.

7 Touch **Start Copy**.

Adjust the copy settings

The device offers several features so you can optimize copied output. These features are all available on the **Copy** screen.

The **Copy** screen (see above) consists of several pages. From the first page, touch **More Options** to go to the next page. Then touch the up or down arrow buttons to scroll to other pages.

For details about how to use an option, touch the option, and then touch the help button in the upper-right corner of the screen.

The following table provides an overview of the most frequently used copy options.

| Sides	Use this feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides.
Color/Black	Use this feature to select whether copies are printed in black & white or in color. Select Auto detect to automatically detect whether each page of the original is in black & white or color, and produce copies that are the same. If you select **Color** or **Auto detect**, you can also select the **Color Quality**. Choose either **General Office** or **Professional**. For some paper types, the color quality can only be set to **Professional**.
Staple/Collate or **Collate**	If the optional HP Multifunction Finisher is attached, the **Staple/Collate** option is available. Use this feature to set up options for stapling and assembling the pages in sets of copies. If the optional HP Multifunction Finisher is not attached, the **Collate** option is available. Use this feature to assemble each set of copied pages in the same order as the original document (123, 123, etc.), or assemble sets that contain copies of each original page (111, 222, etc.).
Reduce/Enlarge	Use this feature to reduce or enlarge the copied image. Touch the box below **Scaling**: to specify a custom percentage. To reduce the image, select a value smaller than 100%. To enlarge the image, select a value larger than 100%.
Image Adjustment	Use this feature to improve the overall quality of the copy. For example, you can adjust the **Darkness**, **Sharpness**, and **Contrast**, and you can use the **Background Cleanup** setting to remove faint images from the background or to remove a light background color.
Paper Selection	Use this feature to select the tray that holds the size and type of paper that you want to use.
Original Size	Use this feature to describe the page size of the original document.

Staple a copy job

1 Touch **Copy**.

2 Touch **Staple/Collate**.

3 Touch a staple option --- **None**, **Top left**, **Top left angled**, **Two left**, or **Three left**.

4 Touch **OK**.

5 Touch **Start Copy**.

6 Control panel messages help you track your job's status. When the copy has finished processing, the copier will return to the Ready state.

7 Touch the Home icon to return to the main menu.
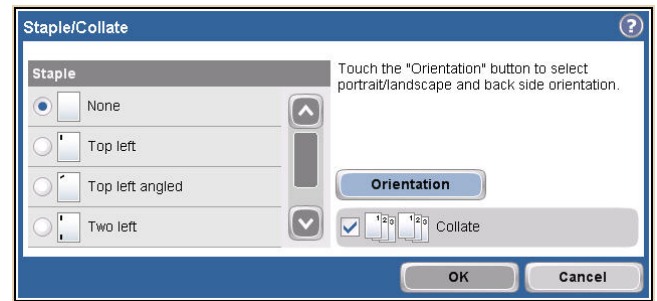
Duplex a copy job

1 Touch **Copy**.

2 Touch **Sides**.

3 Select the button for the desired output in the **Copy Sides** window. **Touch OK**.

4 Touch **Start Copy**.

5 Control panel messages help you track your job's status. When the copy has finished processing, the copier will return to the Ready state.

6 Touch the Home icon to return to the main menu.
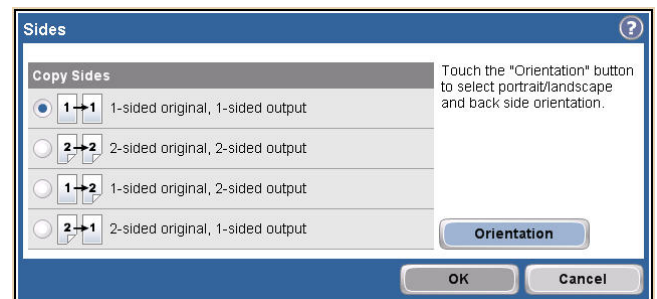
Reduce and enlarge copies

1 Touch **Copy**.

2 Touch **Reduce/Enlarge**.

3 Touch inside the **Scaling** box or touch a preset reduction or enlargement percentage.

4 Using the keypad, enter the number for the desired percentage for reducing or enlarging the copy and touch **OK**.

5 Touch **OK** to save the setting.

6 Touch **Start Copy**.

7 Control panel messages help you track your job's status. When the copy has finished processing, the copier will return to the Ready state.

8 Touch the Home icon to return to the main menu.
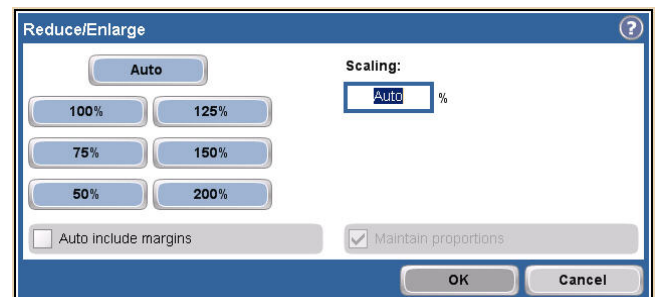
Use the job build feature

Use the **Job Build** option to divide a complex job into smaller segments. This is useful when you are copying or digitally sending an original document that has more pages than the document feeder can hold, or when you want to combine pages that have different sizes into one job, so you can make multiple copies.

NOTE: The Job Build option is available for the Copy, E-mail and Network Folder features.

1   Place the first segment of the job into the document feeder or onto the scanner glass.

NOTE: When you are scanning from the glass, each scanned page is a separate job segment.
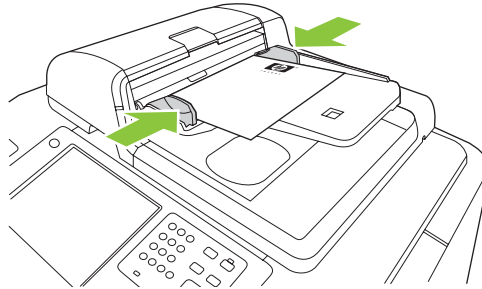
2   Touch **Copy**, **E-mail**, or **Network Folder**, and then set the options that you want to use.

3   Touch **Job Build** and then select **Job Build on**. Touch **OK**.

4   Press **Start** to scan the first segment.

5   The device prompts you to load the next segment.

   - If you want to apply different options to this segment, or modify settings that apply to the whole job, touch **Options**.

   - If you have more segments to scan, touch **Scan**.

   - If you have finished scanning all the segments, touch **Finish**.

   - If you need to start over, touch **Cancel Job**.

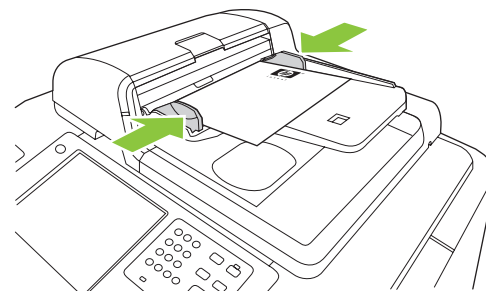6   When you select **Finish**, your job will begin processing.
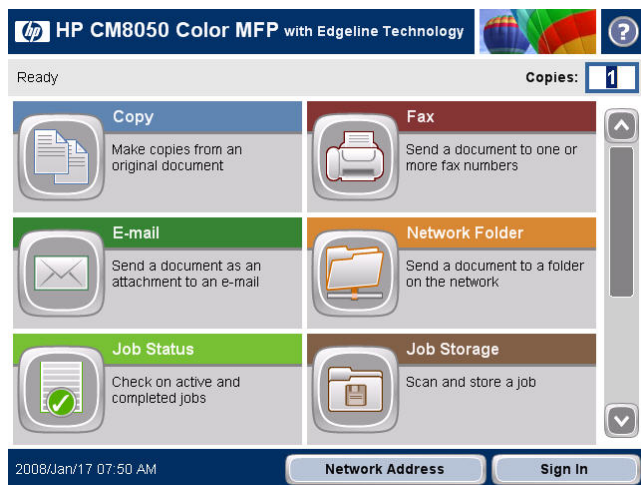
Digital send

Send to email

1 Place the document face-down on the scanner glass or face-up in the ADF.

2 From the Home screen, touch **E-mail**.

3 If prompted, type your user name and password.

4 Touch on a field to open the keyboard popup.

5 Complete the **From:**, **To:**, and **Subject:** fields. Scroll down and complete the **CC:**, **BCC:**, and **Message** fields if appropriate (you will need to scroll to see all the fields). Your user name or other default information might appear in the **From:** field. If so, you might not be able to change it.

**6** Press **Start** to begin sending.
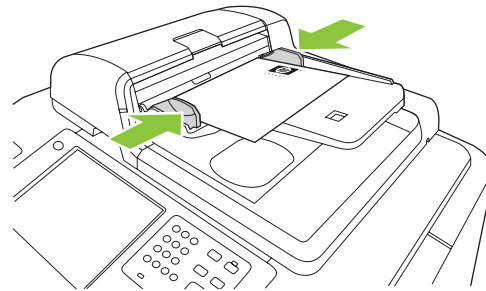
Scan to a folder

1 Place the document face-down on the scanner glass or face-up in the ADF.

2 From the Home screen, touch **Network Folder**.

3 Select a folder from the **Quick Access Folders** list or touch the **Network Folder Path:** field to enter a folder to save the document.

4 Touch the **File Name** field to open the keyboard pop-up screen, and then type the file name.

5 Touch **Start**.

## Send a fax by entering numbers manually

1   Place the document face-down on the scanner glass
       or face-up in the ADF.

2   From the main screen, touch the **Fax** icon. You may
       be prompted to type a user name and password.

3   Touch **More Options** to adjust the scan settings.

4   Touch **More Options** followed by the **Image
       Adjustment** button to adjust the brightness, contrast
       and sharpness of the fax you are sending.

5   Use the hard keys, or touch the **Fax Number** text
       box and use the popup keypad, to enter the fax
       number. Press the down arrow button to add more
       than one fax number.

6   Touch the **Fax** icon on the touchscreen or press the
       green **Start** button on the control panel.

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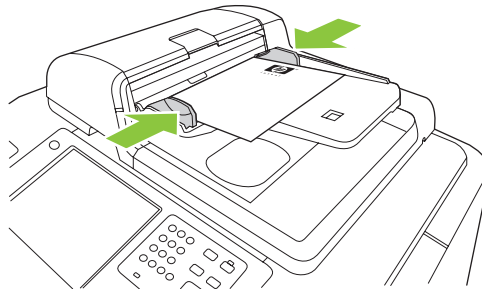
Print from the PC

Print on both sides (Duplex)

1 Click **File**, **Print** in your application, and then choose **Properties**.

2 Click the **Finishing** tab, and then click **Print on Both Sides**. If you will bind the document along the top, click **Flip Pages Up**.
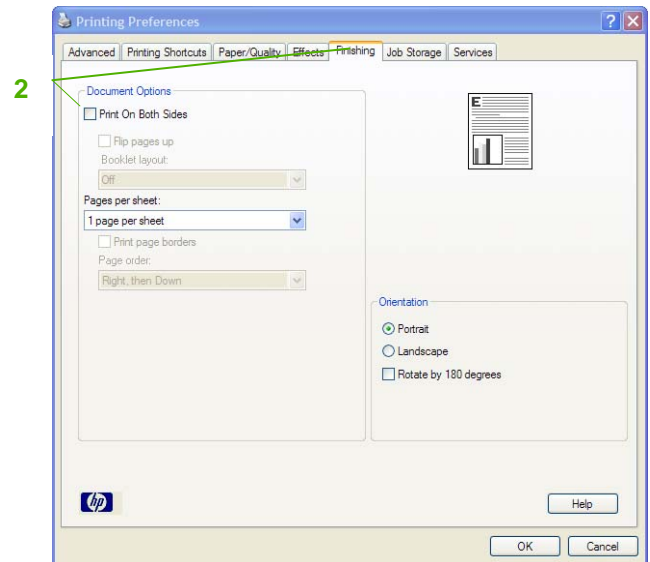
Select a page size

1 Click **File**, **Print** in your application, and then choose **Properties**.

2 Click the **Paper/Quality** tab, and then click the **Paper size** drop-down menu, then select a paper size. Click **Custom** if the paper size you want is not in the menu.
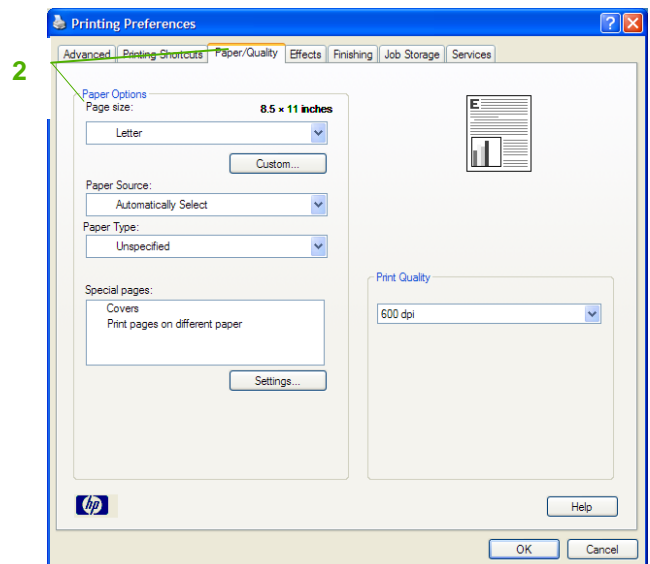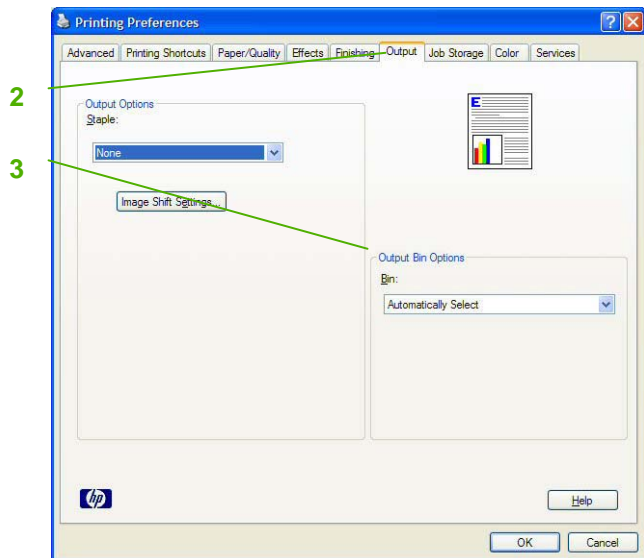
Select a paper type

1   Click **File**, **Print** in your application, and then choose **Properties**.

2   Click the **Paper/Quality** tab.

**3**   Click the **Paper Type** drop-down menu, then select a paper type.
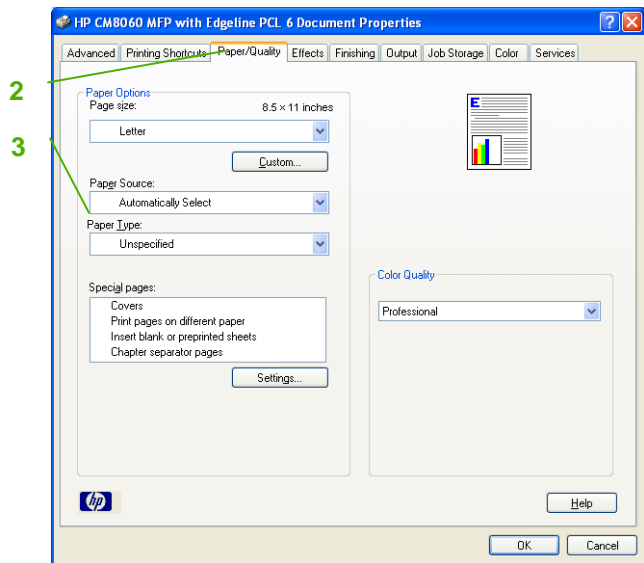
Select an output bin for print jobs

1   Click **File**, **Print** in your application, and then choose **Properties**.

2   Click the **Output** tab.

3   Use the **Output Bin Options** to determine where the print job should exit the device. The available output bin options depend on the accessory output bin or optional finisher installed on the device.

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Select staple output options

1   Click **File**, **Print** in your application, and then choose **Properties**.

2   Click the **Output** tab.

3   Use the **Output Options** drop-down menu to determine whether the print job should be stapled. The available output options depend on the accessory output bin or optional finisher installed on the device.
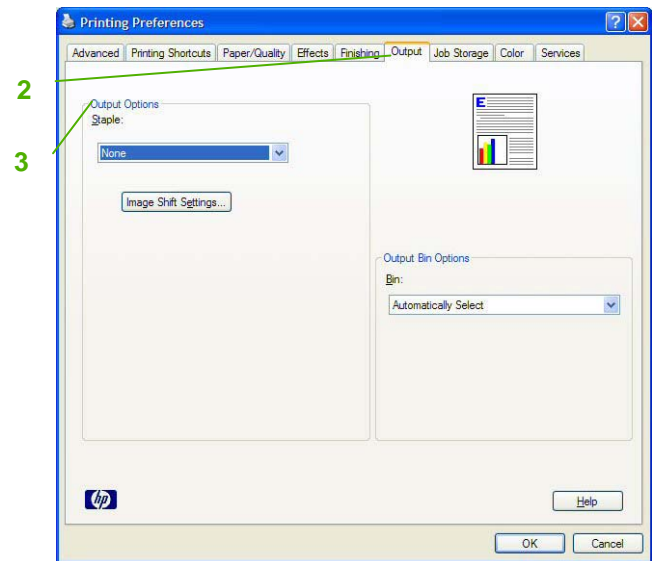
Store a print job

1   Click **File**, **Print** in your application, and then choose **Properties**.

2   Click the **Job Storage** tab.

3   Select the job storage mode and options that you want to use.

4   To make a job private, select the **PIN to Print** box, then type a four-digit PIN number in the box provided. The stored job is sent to the device, where the user must type the four-digit PIN on the control panel to retrieve the stored job.

5   Click **OK**.
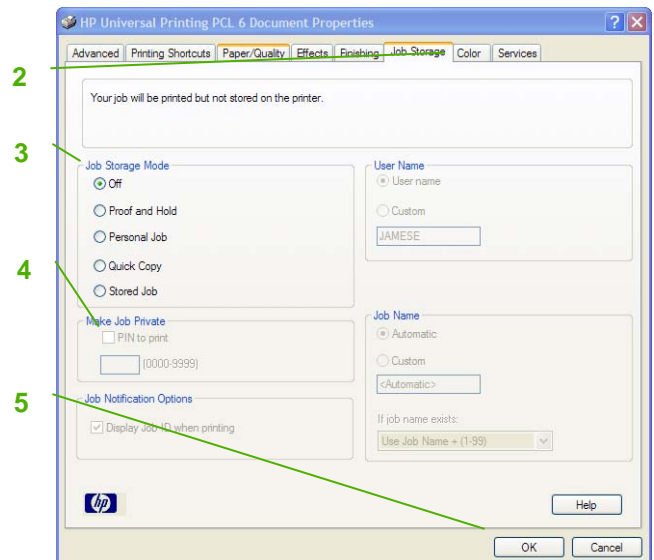
Retrieve stored jobs

1 From the Home screen, touch **Job Storage** to open the **Job Storage** feature. Select the **Retrieve** tab.

2 From the list on the left side of the screen, select the folder in which the job is stored. A list of stored jobs appears.

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

**4** Touch the **Retrieve Stored Job** button to print the job.
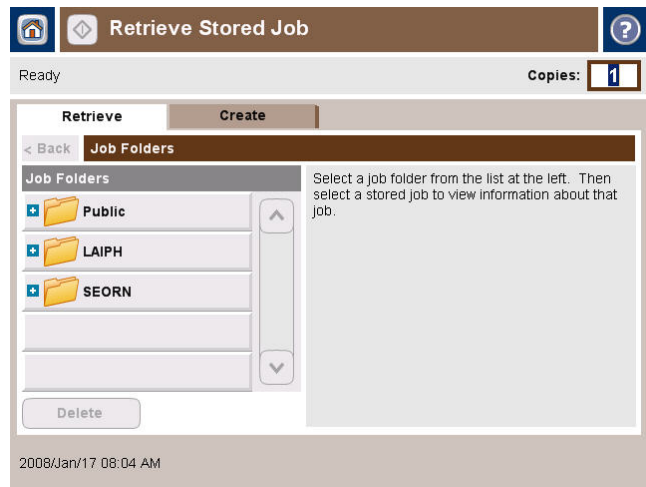
Use a printing shortcut

1 Click **File**, **Print** in your application, and then choose **Properties**.

2 Click the **Printing Shortcuts** tab. Select one of the defined shortcuts or custom printing shortcuts, and then click **OK** to print the job with the specific printer-driver settings.
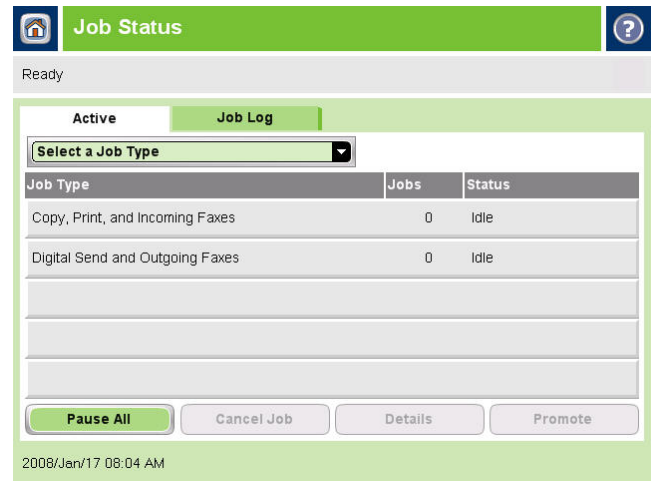
NOTE: A Printing Shortcut is a collection of print settings you can select with a single click. When you select a printing shortcut, any other print settings you have selected may be changed by the shortcut.

NOTE: You can save a custom shortcut for settings you use frequently. Select the print settings you want, then click on 'Save As…'. You can then name your custom printing shortcut and save for future use.
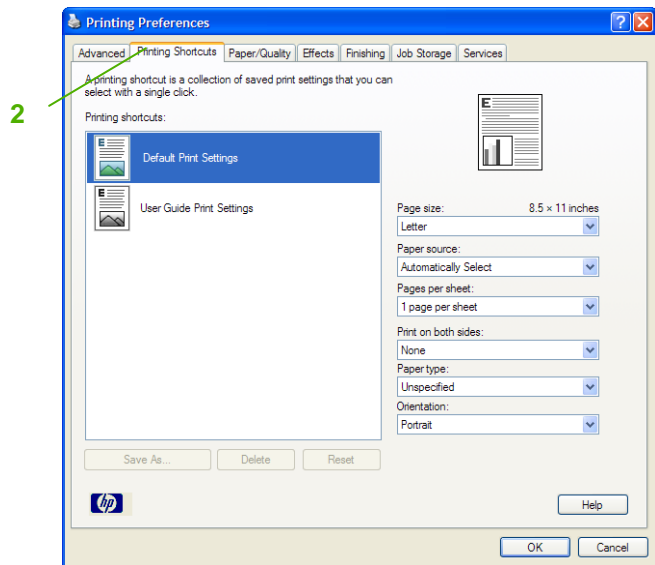
# Check job status and use the job queue

1 From the Home screen, scroll to and touch **Job Status**. The job queue opens.

2 The **Active** tab shows jobs that are currently processing. From the drop-down menu, select a job category, and then select the name of the job.

   ○ Touch **Pause All** to stop all active jobs. To resume the jobs, touch **Resume All**.

   ○ Touch **Cancel Job** to cancel the selected job and remove it from the job queue.

   ○ Touch **Details** to see the information about the selected job.

   ○ Touch **Promote** to move the selected job forward in the job queue so it can be completed as soon as possible.

3 The **Job Log** tab lists all the completed jobs. From the drop-down menu, select a job category, and then select the name of the job. Touch **Details** to see the information about the selected job. Touch the **My Jobs** button to only show jobs for the signed in user. Press the **All Jobs** button to show jobs by other user's.

4 The **Stop** button pauses the device and opens the **Job Status** screen at the **Active** tab. Any of the actions listed above can be performed here. **Resume ALL** must be touched to print any incoming jobs after pausing the device.

Job Status			
Ready			

Active	Job Log		

Select a Job Type

Job Type	Jobs	Status
Copy, Print, and Incoming Faxes	0	Idle
Digital Send and Outgoing Faxes	0	Idle

Pause All | Cancel Job | Details | Promote

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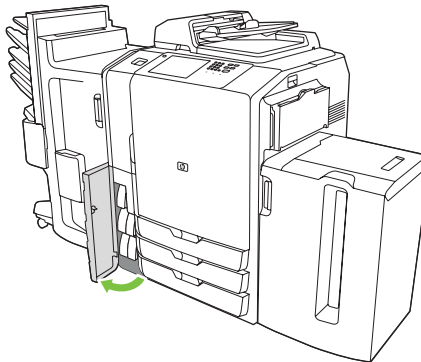
Turn the device on and off

To turn the device on and off, press the on/off button on the device control panel.

WARNING! Do not use the master power switch or unplug the device unless you have already turned the device off by using the on/off button on the control panel.
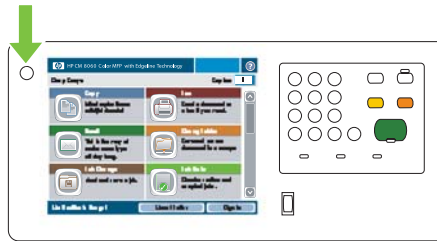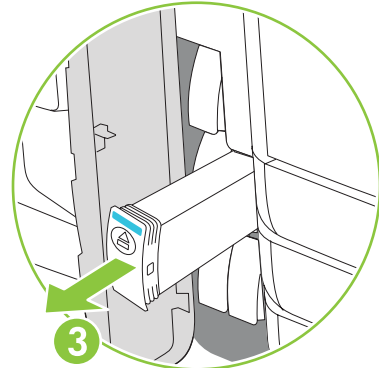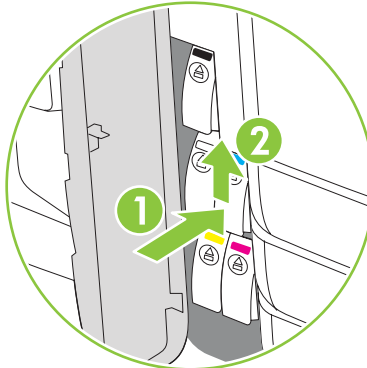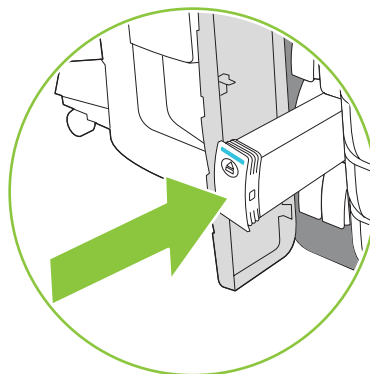
Replace ink cartridges

1   Open the ink-cartridge door.

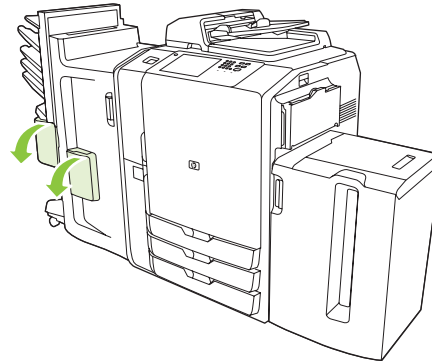**2**   Push the cartridge back and then up to release it, then pull the cartridge straight out.

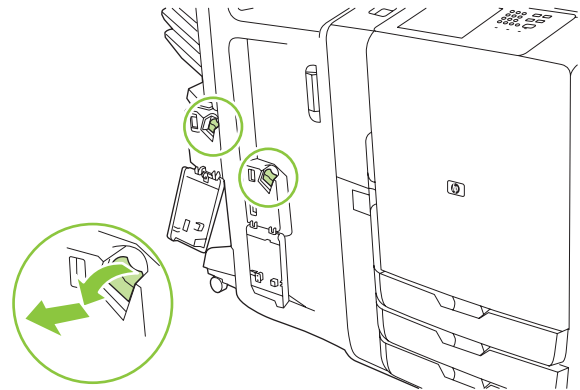**3**   Push the new cartridge straight in until it locks into place.

4   Please return your genuine HP supplies for recycling to Hewlett-Packard.
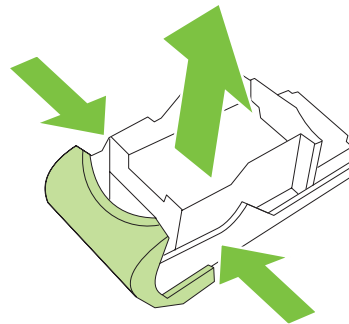
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# Replace staple cartridges

1   Open the stapler door.

2   To remove the staple cassette, pull forward on the green lever that is on the front of the staple cassette, and then pull the staple cassette straight out.
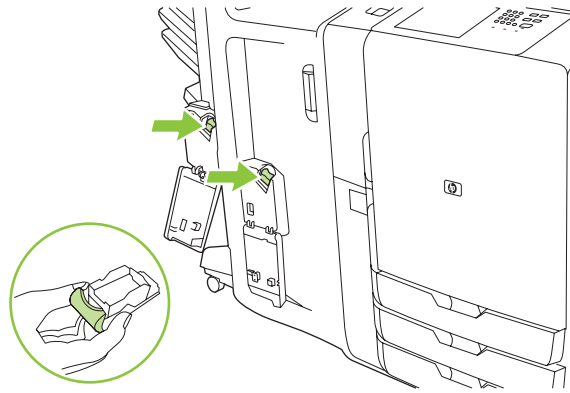
3   To remove the staple cartridge from the cassette, push in at the arrow on each side and then pull up to release the cartridge.

4   Insert the new staple cartridge into the staple cassette. Push the cartridge straight down until it snaps into place.
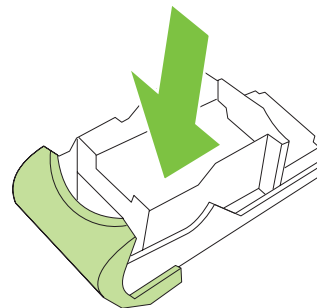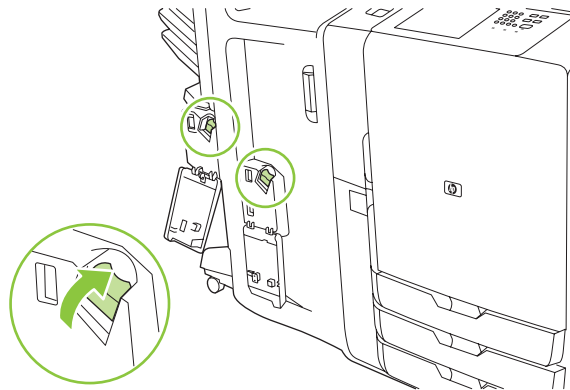
5   Push the staple cassette straight into the slot.

6   Rotate the green lever up until it snaps into place.

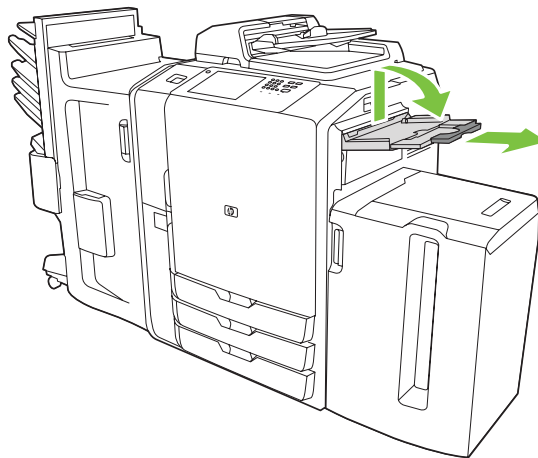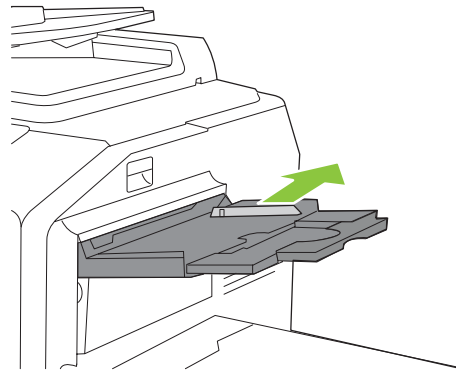**7**   Close the stapler door.

Load trays

Load Tray 1 (manual feed tray)

Load standard or custom-sized paper into this tray. It holds up to 80 sheets of 75 g/m2 (20 lb bond) paper. Also use this tray for heavier paper, such as cardstock, HP Edgeline Glossy, or brochure papers.

1   Slide the tray support up, pull it out, and then pull out the extension.

2   Move the guide outward.

3   Load the paper. Always load the paper with the short edge first.

  ○ Load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

     NOTE: For duplex printing, load letterhead or preprinted paper with the printed side facing up and the top edge feeding first.

  ○ Load prepunched paper with the side that has holes toward the front of the device.

  ○ Load labels with the front side facing down.

  ○ When loading HP Edgeline Glossy paper, fan the paper stack to separate the sheets before placing them in the tray. This helps prevent the sheets from sticking together.
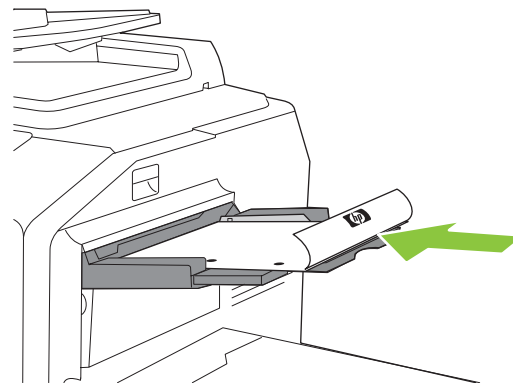
4   Adjust the guide so that it touches the paper.
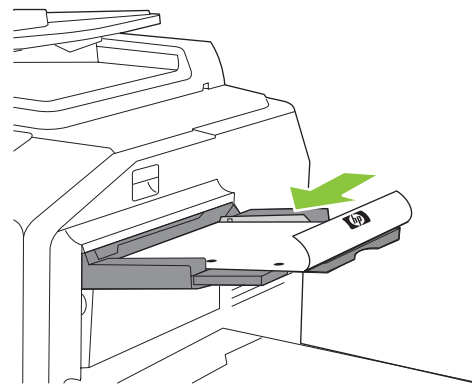
5   Configure the tray for the type and size of paper.

  a. From the Home screen, touch **Supplies Status**.

  b. Touch the **Trays** tab.

  c. If the size and type that are listed for the tray are not correct, touch the name of the tray, and then touch **Modify**.

  d. Select the correct paper size and type, and then touch **OK**.

     -or-

     If you are loading a custom paper size, touch **Custom**. Type the dimensions of the paper, and then touch **OK** to return to the **Modify Tray** screen.

  e. Touch **OK** to save the settings.

Load Trays 2, 3, and 4

1   Open Tray 2, 3, or 4.
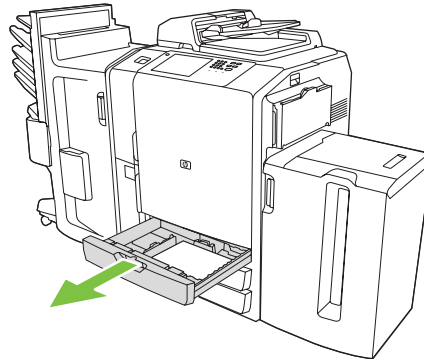
2   Load the paper, whole reams at a time. Always place the long edge along the front side of the tray.

    o   Load letterhead or preprinted paper with the printed side face-up and the top edge to the left.

        NOTE: For duplex printing, load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

    o   Load prepunched paper with the edge that has the holes along the front side of the tray.
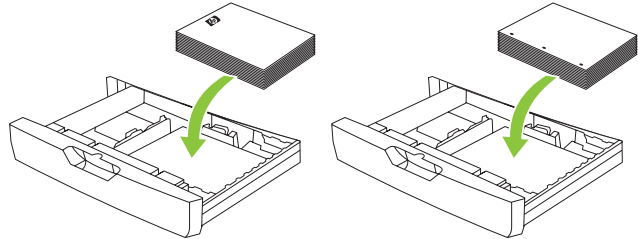
3   Adjust both guides so that they click into the position that is marked for the paper size.
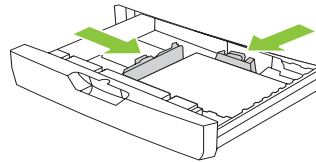
4   Slide the tray into the device.
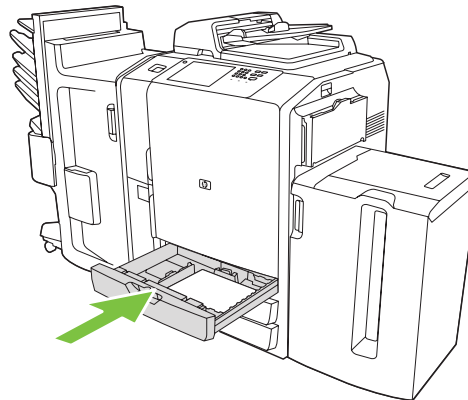
5   Configure the tray for the type of paper by responding to the pop-up message that appears on the touchscreen when you close the tray. Or, follow these steps:

    a. From the Home screen, touch **Supplies Status**.

    b. Touch the **Trays** tab.

    c. If the type that is listed for the tray is not correct, touch the name of the tray, and then touch **Modify**.

    d. Select the correct paper type, and then touch **OK**.

Supported paper types for each tray

When you select a paper type, you are instructing the device to use a group of predefined settings to create the best possible print quality for that type of paper.

NOTE: Selecting a paper type that does not match the type of paper that is loaded in the tray can damage the device.

Paper type that is listed in the printer driver or on the control panel	Description	Tray 1	Trays 2, 3, and 4	Tray 5
Plain	Plain, uncoated paper that is less than 150 g/m^2 (40 lb bond)	X	X	X
HP Matte Premium 120g	Use only for HP Premium Presentation Matte Paper, 120 g/m^2	X		
HP Matte Brochure 180g	Use only for HP Brochure and Flyer Paper Matte, 180 g/m^2	X		
HP Matte Cover 200g	Use only for this HP-brand paper.	X		
HP Glossy Edgeline 180g	Use only for HP Glossy for Edgeline Paper, 180 g/m^2	X		
Cardstock	Plain, uncoated paper that is from 160 to 220 g/m^2 (60 to 80 lb cover)	X		
Cardstock	Plain, uncoated paper that is from 160 to 180 g/m^2 (60 to 67 lb cover)	X	X	X
Matte	Plain, uncoated paper.	X	X	X
Matte Brochure	Plain, uncoated paper.	X	X	X
Matte Cover	Plain, uncoated paper that is from 160 to 220 g/m^2 (60 to 80 lb cover)	X		
Labels	Uncoated, non-glossy labels	X		
Letterhead	Fine, uncoated paper that is less than 150 g/m^2 (40 lb bond)	X	X	X
Preprinted	Plain, uncoated paper that is less than 150 g/m^2 (40 lb bond)	X	X	X
Prepunched	Letter (3-hole) or A4 (2- or 4-hole) size paper that is less than 150 g/m^2 (40 lb bond)	X	X	X
Colored	Plain, uncoated paper that is less than 150 g/m^2 (40 lb bond)	X	X	X
Bond	Fine, uncoated paper that is less than 150 g/m^2 (40 lb bond)	X	X	X
Recycled	Plain, uncoated paper that is less than 150 g/m^2 (40 lb bond)	X	X	X

Resources

Product support information available at www.hp.com:

- Wall poster
- User Guide
- System Administrator Guide

Manuals on HP's Business Support Center site:

- www.hp.com/support/cm8060edgeline

Edgeline MFP simulations on HP's Use My MFP site:

- www.hp.com/go/usemymfp

www.hp.com