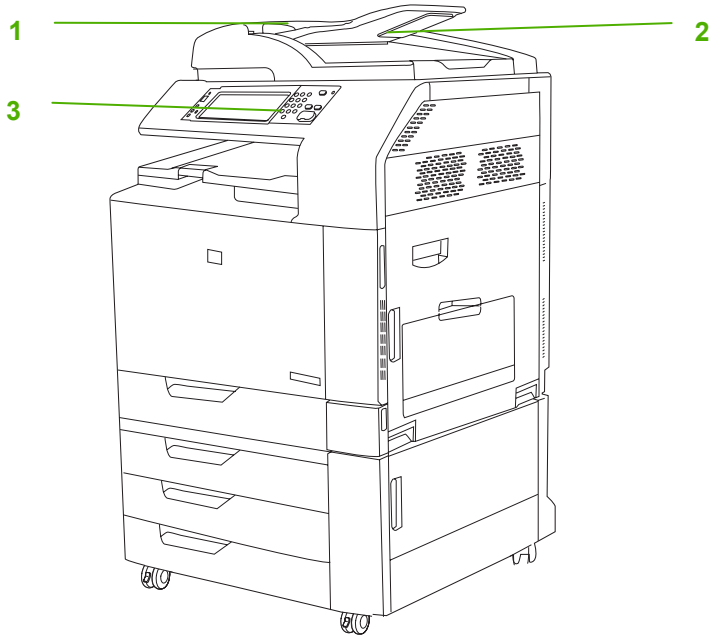
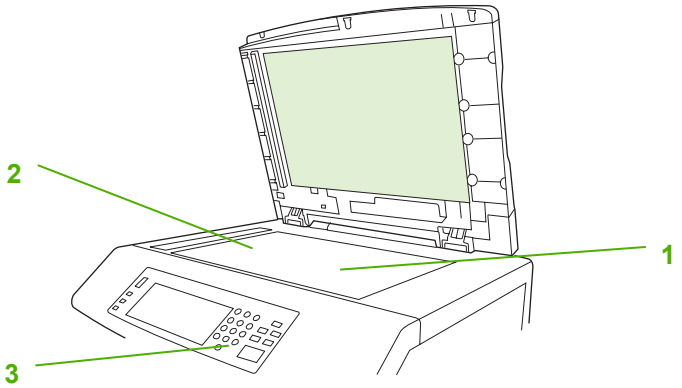
HP Color LaserJet CM6030 and CM6040 MFP Series **Copy**

How do I	Steps to perform
Copy using the Automatic Document Feeder (ADF)	Place the document into the ADF (1) with the pages facing up. When you copy documents by using the ADF, the originals are automatically delivered to the ADF output bin (2). To make copies by using the default copy options, use the numeric keypad (3) on the control panel to select the number of copies, and press **Start** . To use customized settings, touch **Copy** , touch the specific settings for the job, and then press **Start** . Before starting another copy job, retrieve the original document from the ADF output bin.



How do I	Steps to perform
Copy using scanner glass	Place original documents face-down on the glass (1). Align the corner of the original with the upper-left corner of the glass (2). To make copies by using the default copy options, use the numeric keypad (3) on the control panel to select the number of copies, and press **Start** . To use customized settings, touch **Copy** , touch the specific settings for the job, and then press **Start** . Copies made from the scanner glass are delivered to the standard output bin or the output bin(s) on the stapler/stacker or the 3-bin mailbox



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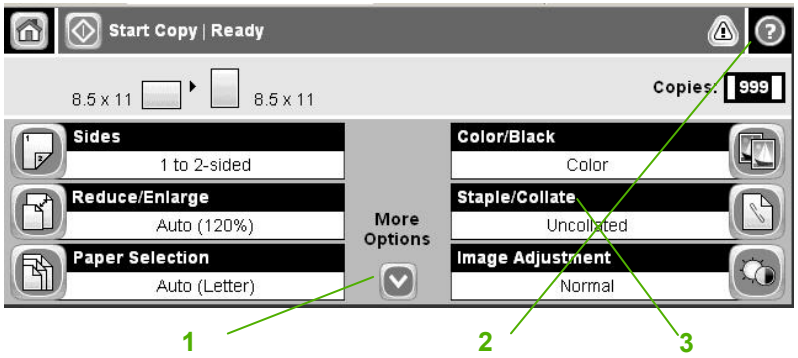
How do I	Steps to perform
Select copy output options	The product offers several features to optimize copied output. These features are all available on the **Copy** screen. Touch **Copy** to display the **Copy** screen. The **Copy** screen consists of several pages. From the first page, touch **More Options** (**1**) 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 (**2**) in the upper right corner of the screen.
Collate copy jobs	The product can automatically collate multiple copies into sets. For example, if you are making two copies of three pages and the automatic collation is on, the pages print in this order: 1,2,3,1,2,3. If automatic collation is off, the pages print in this order: 1,1,2,2,3,3. To use the automatic collation, the original document size must fit into the memory. If it does not, the product makes only one copy and a message appears notifying you of the change. If that happens, use one of the following methods to finish the job: • Split the job into smaller jobs that contain fewer pages. • Make only one copy of the document at a time. • Turn off the automatic collation. The collation setting you select is in effect for all copies until you change the setting. The collation default setting is automatic copy collation. To turn collation off, touch **Copy** and then touch **Staple/Collate** (**3**). Touch **None** and then touch **OK**.



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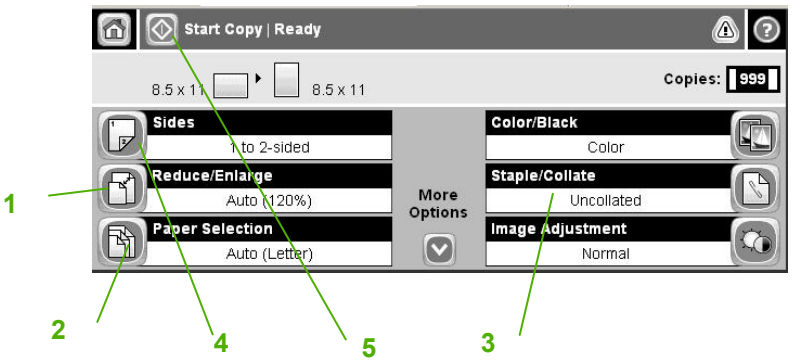
How do I	Steps to perform
Reduce and enlarge copies	Use this feature to reduce or enlarge the copied image on the page. To reduce or enlarge copies, touch **Copy**, touch **Reduce/Enlarge** (1)., and then touch **% required**.
Copy letterhead and forms	Touch **Paper Selection** (2) and then touch a tray. Verify the size and type and then touch **OK**. Use only letterhead or forms approved for use in laser printers. Do not use raised or metallic letterhead.
Staple copies	If the optional Stapler/Stacker is attached, the Staple/Collate option (3) is available. Use this feature to set up options for stapling and assembling the pages in sets of copies. If the optional Stapler/Stacker is not attached, the Collate option is available.
Automatically duplex copy jobs	Place the originals in the ADF with the pages facing up. On the control panel, touch **Copy**. Touch **Sides** (4). Touch **1-sided original**, **2-sided output**. Touch **OK**. Touch **More Options** and then touch **Content Orientation** to verify or update portrait or landscape orientation. Touch **OK**. Touch **Start Copy**. (5)
Copy two-sided documents manually	Copies resulting from this procedure are printed on one side, and need to be hand-collated. Load the documents to be copied into the ADF with the pages facing up. Touch **Start Copy** (5). The odd-numbered pages are copied and printed. Remove the stack from the document feeder output tray and reload the stack with the last page facing up, and with the top of the page leading into the document feeder. Touch **Start Copy** (5). The even-numbered pages are copied and printed. Collate the odd- and even-numbered printed copies.



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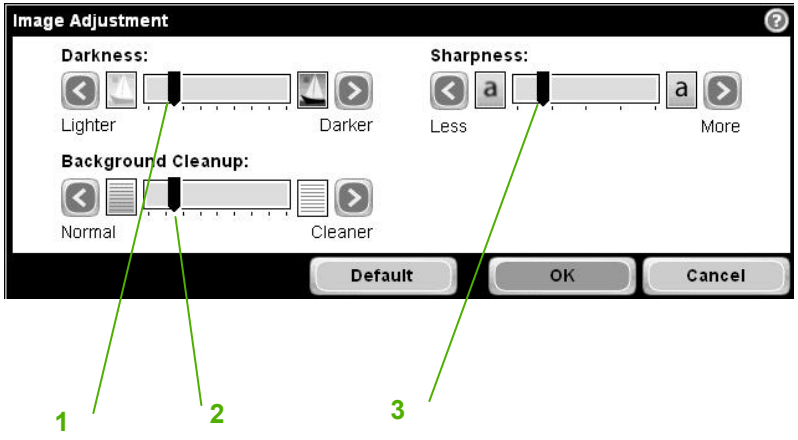
How do I	Steps to perform
Adjust copy quality	Touch **Copy** . Touch **Image Adjustment** (**1**) to improve the overall quality of copies. Adjust the **Darkness** (**1**) setting to increase or decrease the amount of black. Increase the **Background Cleanup** (**2**) setting to remove faint images from the background or to remove a light background color. This feature is helpful when an image on the back of the page is showing through on the front. Decrease the Background Cleanup setting if you are having trouble copying a faint image on the page. Adjust the **Sharpness** (**3**) setting to clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photographs appear smoother.



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