

# HP LaserJet CM4730f MFP

## Quick Reference Guide



# Quick reference summary

## I want to:

## Steps to take:

Pg 1	<b>Make black &amp; white copies</b>	Load originals face up in the ADF or face down on the glass and touch the <b>Copy</b> icon. Enter no of copies desired on the <b>Copies</b> icon. Press <b>Start</b> .
Pg 2	<b>Make colour copies</b>	Load originals face up in the ADF or face down on the glass and touch <b>Copy</b> icon. Touch <b>Copies</b> icon to enter number of copies desired. Touch <b>Color/Black</b> icon. Select <b>Color</b> . Press <b>Start</b> .
Pg 3	<b>Copy a 2 sided original (duplex)</b>	Load 2 sided originals face up in the ADF. Touch <b>Copies</b> icon to enter number of copies desired and touch the <b>Copy</b> icon. Touch <b>Sides</b> icon and select desired output. (1 sided or 2 sided) Touch <b>Orientation</b> icon to select Portrait/Landscape. Press <b>Start</b> .
Pg 4	<b>Copy Different Media</b>	Load originals face up in the ADF or face down on the glass and touch <b>Copy</b> icon. Select <b>Optimize Text/Picture</b> . Select your media (Text, Printed Picture, or Photograph). Alternatively, manually adjust the slider to optimize your output. Press <b>Start</b> .
Pg 5-6	<b>Scan to Network Folder</b>	Load originals face up in the ADF or face down on the glass. Touch <b>Network Folder</b> icon. Select the folder you wish to save your documents in. Select <b>File name</b> . Input your file name using screen keyboard. Touch <b>OK</b> . Touch <b>Send to Network Folder</b> icon on top. Touch <b>Yes</b> to save current settings or <b>No</b> to exit.
Pg 7	<b>Send to E-mail</b>	Load originals face up in the ADF and touch the <b>E-mail</b> icon. Touch <b>From</b> bar and input your name. Touch <b>To</b> bar. Input recipient E-mail address. Touch <b>Subject</b> , input your subject and touch <b>OK</b> . Touch <b>Send E-mail</b> icon on top.
Pg 8	<b>Fax a document</b>	Load originals face up in the ADF or face down on the glass. Input fax number of recipients. Touch <b>More Options</b> icon to change the default settings. Select any settings you like to change and touch <b>Up Arrow</b> icon to exit to main screen. Press
Pg 9	<b>Store a job</b>	Load originals face up in the ADF and touch <b>Job Storage</b> icon. Select a folder and touch <b>Create</b> to add a new folder. Touch <b>Job Name</b> bar. Type in <b>Job Name</b> . Touch <b>OK</b> . Press <b>Start</b> .
Pg 10	<b>Retrieve a stored job</b>	Touch <b>Job Storage</b> icon. Select folders from list of folders on the left. Touch <b>Retrieve</b> . Select desired job from list and key in <b>PIN</b> . Touch <b>OK</b> . Press <b>Start</b> .

# Make black-and-white copies



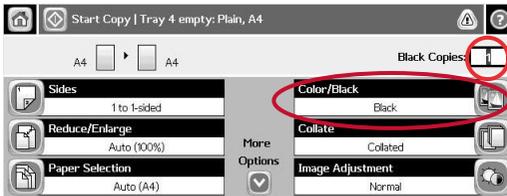
## Step 1

Load originals face up in the ADF or face down on the glass and touch **Copy** icon.



## Step 3

Select to copy in colour or black.



## Step 2

Touch **Copies** icon to enter number of copies desired. Touch **Color/Black** icon.



## Step 4

Press **Start**.

# Make colour copies



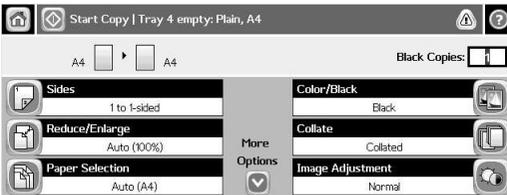
## Step 1

Load originals face up in the ADF or face down on the glass and touch **Copy** icon.



## Step 3

Touch **Color/Black** icon. Select **Color**.



## Step 2

Touch **Copies** icon to enter number of copies desired.



## Step 4

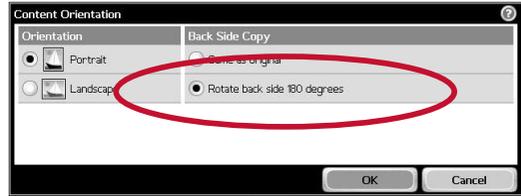
Press **Start**.

# Copy a 2 sided original (duplex)



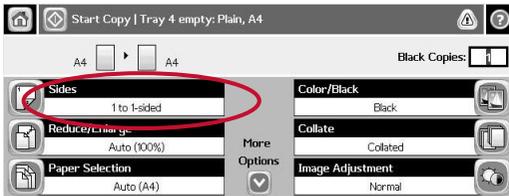
## Step 1

Load 2 sided originals face up into the ADF. Touch **Copies** icon to enter number of copies desired and touch the **Copy** icon.



## Step 4

Select desired orientation (Portrait/Landscape). If rotation of content is required on back copy, select **Rotate back side 180 degrees**. Touch **OK**.



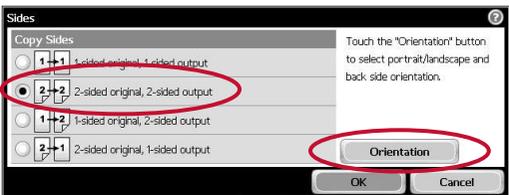
## Step 2

Touch **Sides** icon.



## Step 5

Press **Start**.



## Step 3

Select desired output. (1 sided or 2 sided) Touch **Orientation** icon to select Portrait/Landscape.

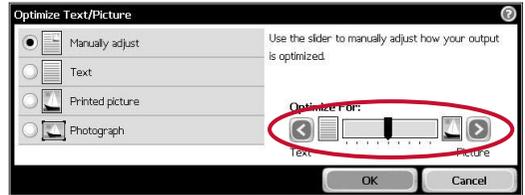
# Copy Different Media

Note: You could change the copy settings when making copies of photographs, printed pictures and others different media to ensure optimum print quality.



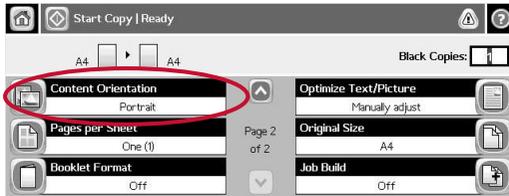
## Step 1

Load your originals face up in the ADF or face down on the glass and touch **Copy** icon.



## Step 3

Select your media (Text, printed picture or photograph). Alternatively, manually adjust from the slider to optimize your output.



## Step 2

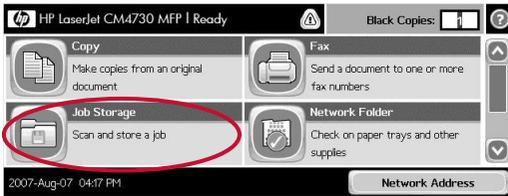
Select **Optimize Text/Picture**.



## Step 4

Press **Start**.

# Scan to Network Folder

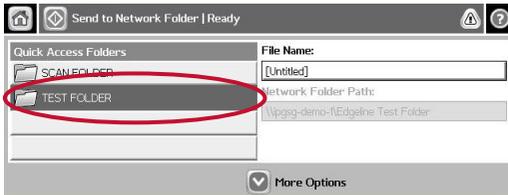


## Step 1

Load originals face up in the ADF or face down on the glass. Touch **Network Folder** icon.

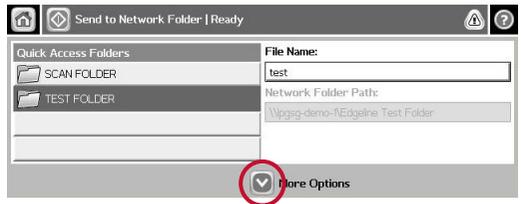


Input your file name (test) using screen keyboard. Touch **OK**.



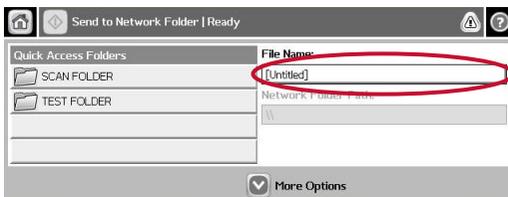
## Step 2

Select folder you wish to save your documents in.



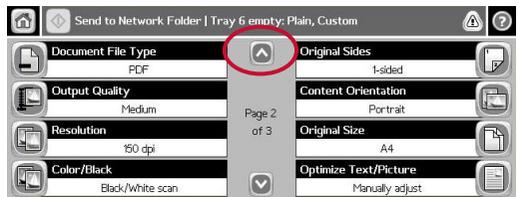
## Step 4

Touch **More Options** icon to change content settings.



## Step 3

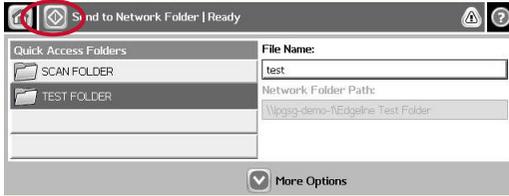
Select **File Name**.



## Step 5

Select any settings you wish to change. Touch **up arrow** icon to go back to main screen.

# Scan to Network Folder



## Step 6

Touch **Send to Network Folder** icon on top.

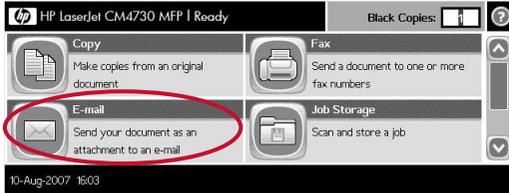


## Step 7

Touch **Yes** to save current settings or **No** to exit.

# Send to E-mail

Note: Touching this button scans the document and sends an e-mail file to the provided e-mail addresses.



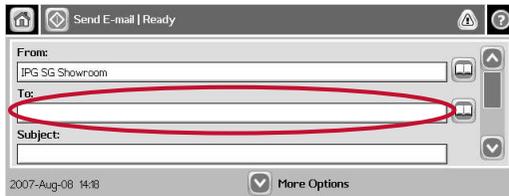
## Step 1

Load originals face up in the ADF, touch the **E-mail** icon.



## Step 4

Touch **Subject** on the right.



## Step 2

Touch **From** bar and input your name. Touch **To** bar.



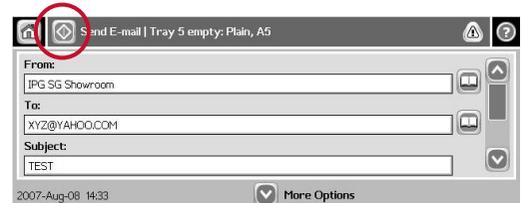
## Step 5

Input Subject (test) and touch **OK**.



## Step 3

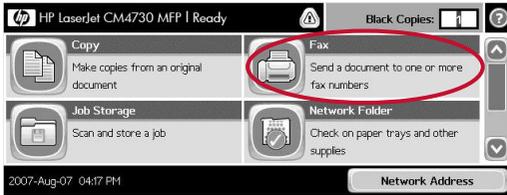
Input recipient E-mail address.



## Step 6

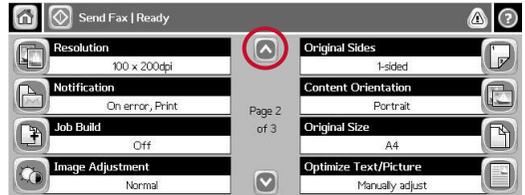
Touch **Send E-mail** icon on top.

# Fax a document



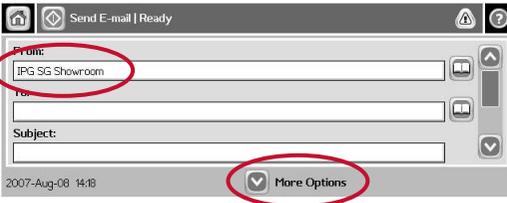
## Step 1

Load originals face up in the ADF or face down on the glass. Touch **Fax** icon.



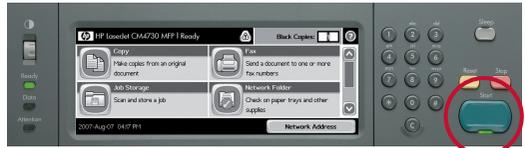
## Step 3

Select any settings you like to change. Select **up arrow icon** to exit to main send fax screen.



## Step 2

Input fax number of recipients. Touch **More Options** icon to change the default settings.



## Step 4

Press **Start**.

# Store a job



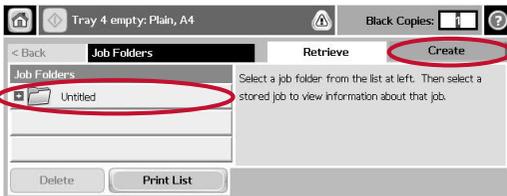
## Step 1

Load originals face up in the ADF and touch **Job Storage** icon.



## Step 4

Type in job name (Invoice). If no **PIN** is required, touch **OK**. Press **Start**. If **PIN** is required, proceed to **Step 5**.



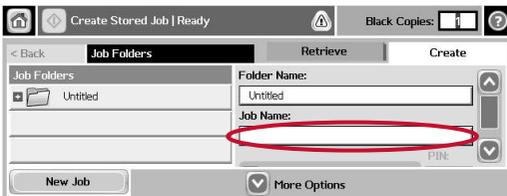
## Step 2

Select a folder and touch **Create** to add a new folder.



## Step 5

Touch **PIN to print** icon to activate lock function for this job. Enter desired **PIN** and touch **OK**. Press **Start**.



## Step 3

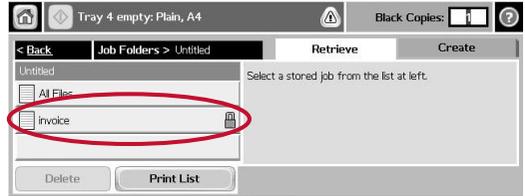
Touch **Job Name** bar.

# Retrieve a stored job



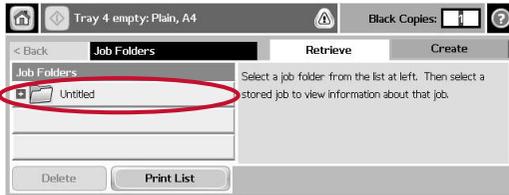
## Step 1

Touch **Job Storage** icon.



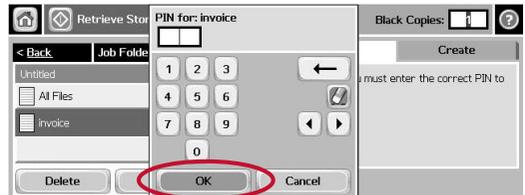
## Step 4

Select desired job from list.



## Step 2

Select folder from list of folders on far left.



## Step 5

Key in PIN and touch **OK**.



## Step 3

Touch **Retrieve**.



## Step 6

Press **Start**.







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