HP LaserJet M4345x MFP Quick Reference Guide



Quick reference summary

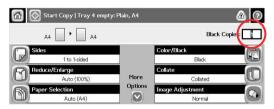
	I want to:	Steps to take:
Pg 1	Make black & white copies	Load originals face up in the ADF or face down on the glass and touch the Copy icon. Enter number of copies desired on the Copies icon. Press Start .
Pg 2	Copy a 2 sided original (duplex)	Load 2 sided originals face up in the ADF. Touch Copies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

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 2

Enter number of copies desired on the **Copies** icon.



Step 3

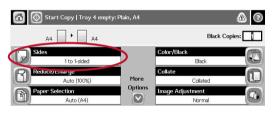
Press Start.

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 2 Touch Sides icon.



Step 3

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



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 5 Press Start.

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.

Manualy adjust	Use the slider to manually adjust how your output is optimized.
Text Printed picture	Optimize Ferr
	Text Picture OK Cancel

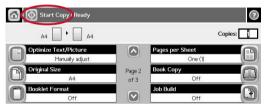
Step 3

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

🙆 🚫 Start Cop	y Ready			0
A4	• A4			Copies:
Optimize Text	/Picture		Pages per Sheet	
Man	ually adjust		One (1)	
Original Size		Page 2	Book Copy	
	A4	of 3	Off	
Booklet Forma	ıt		Job Build	
	Off		Off	U

Step 2

Select Optimize Text/Picture.



Step 4

Press Start Copy.

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**.

Send to Network Folder Ready		② M Send to Network Folder	Send to Network Folder Ready	
Quick Access Folders	File Name:	Quick Access Folders	File Name:	
SCAN FOLDER	[Untitled]	SCAN FOLDER	test	
TEST FOLDER	Network Folder Path:	TEST FOLDER	Network Folder Path:	
I LOTT OLDER	Vpgsg-demo-1/Edgeline Test Folder		\\lpgsg-demo-1\Edgeine Test Folder	
	More Options		More Options	

Step 2

Select folder you wish to save your documents in.

Step 4

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

uick Access Folders	File Name:
SCAN FOLDER	[Untitled]
TEST FOLDER	Network Folder Path:
	W

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

uick Access Folders	File Name:
SCAN FOLDER	test
TEST FOLDER	Network Folder Path:
	\\pgsg-demo-1\Edgeline Test Folder

Step 6

Touch Send to Network Folder icon on top.



Step 7

Touch $\ensuremath{\textbf{Yes}}$ to save current settings or $\ensuremath{\textbf{No}}$ 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.

Send E-mail Ready		? 🕲
From:		
IPG SG Showroom		
To:		
Subject:		
2007-Aug-08 14:18	More Options	

Step 2

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



Step 3

Input recipient E-mail address.



Step 4

Touch Subject on the right.



Step 5

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

n S≥nd E-mail Tray 5 (empty: Plain, A5	
From:		
IPG SG Showroom		
To:		
XYZ@YAHOO.COM		
Subject:		
TEST		
007-Aug-08 14:33	More Options	

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 2

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

🙆 💿 Send Fax | Ready Resolution Original Sides 1 100 x 200dni 1-sided Content Orientation Notification R On error, Print Portrait Page 2 Job Build Original Size of 3 1 P Off Α4 Image Adjustment Optimize Text/Picture Normal Manually adjust

Step 3

Select any settings you like to change.



Step 4 Press Start.

Store a job



Step 1

Load originals face up in the ADF or face down on the glass and touch Job Storage icon.

1 2 3 4 5 6 7 8 9 0 qwertyuiop[] \ asdfghjkl; 'Enter Shift zxcvbnm,./ Alt @

invoice

Step 4

Job Name:

PIN to print

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

2

0

~ ~

.

1 - >

Cancel

+

Back Job Folders	Retrieve Create
lob Folders Untitled	Select a job folder from the list at left. Then select a stored job to view information about that job.

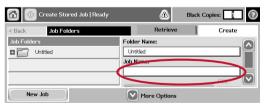


Step 2

Select a folder or 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.

Back	Job Folders	Retrieve	Create
ob Folder S I 🎦 Untitle	d	Select a job folder from the list	

🙆 🚫 Retrieve Stor	PIN for: inv	oice	Black Copies: 1
< Back. Job Folde			Create
Untitled	1 2	з 🔶	I must enter the correct PIN to
Al Files	4 5	6	
invoice	78	9 ()	
	0		
Delete	ОК	Cancel	

Step 2

Select folder from list of folders on far left.

Step 5

Key in **PIN** for locked job. Touch **OK**.



Step 3

Select Retrieve.



Step 6

Press **Start**.

©2007 Hewlett- Packard Company. The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein. Microsoft and Windows are U.S. registered trademarks of Microsoft Corporation. Intel and Xeon are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

