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.
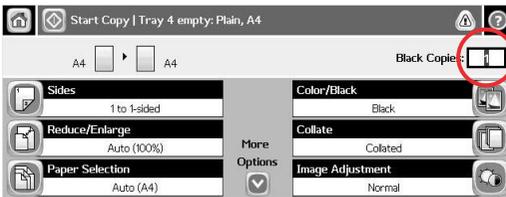
Step 2

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

Step 3

Press **Start**.

Copy a 2 sided original (duplex)
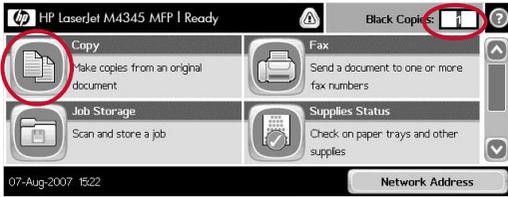
Step 1

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.
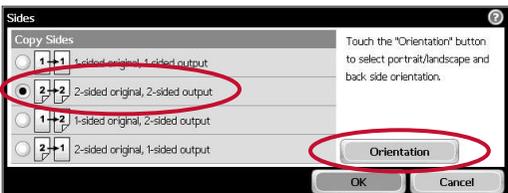
Step 3

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.

Step 2

Select **Optimize Text/Picture**.

Step 3

Select your media (Text, printed picture or photograph). Alternatively, manually adjust from the slider to optimize your output. Touch **OK**.
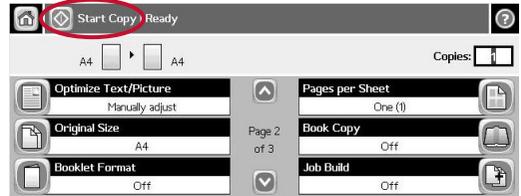
Step 4

Press **Start Copy**.

Scan to Network Folder
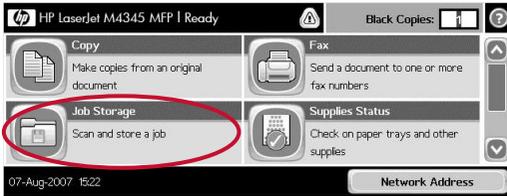
Step 1

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**.
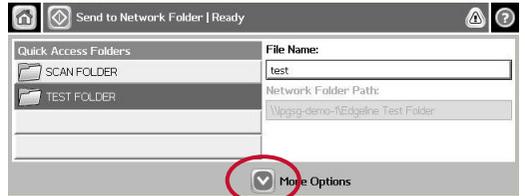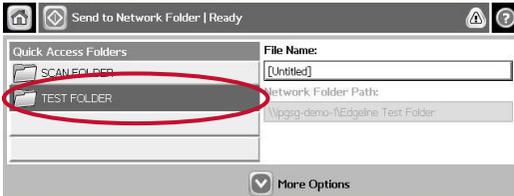
Step 2

Select folder you wish to save your documents in.

Step 4

Touch **More Options** icon to change content settings.
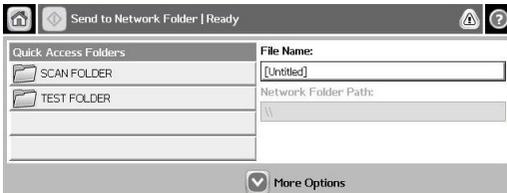
Step 3

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
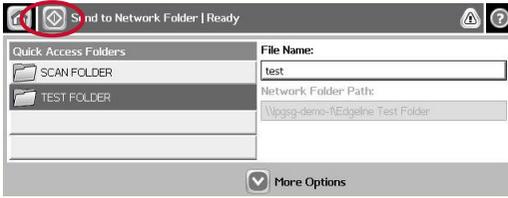
Step 6

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.
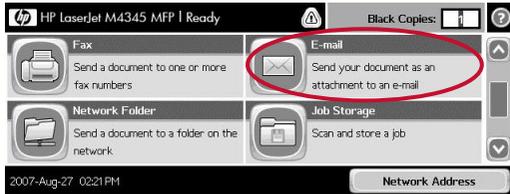
Step 1

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

Step 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**.
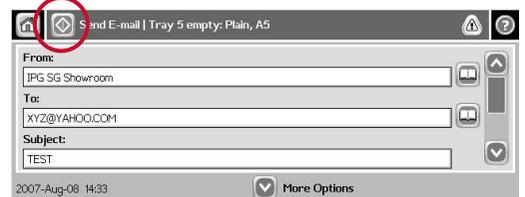
Step 6

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

Fax a document
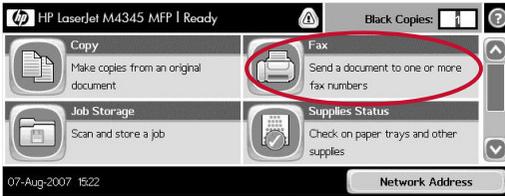
Step 1

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.

Step 3

Select any settings you like to change.
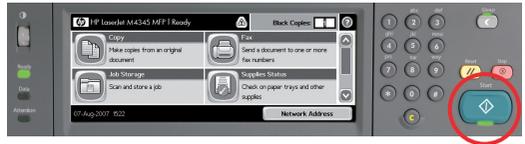
Step 4

Press **Start.**

Store a job
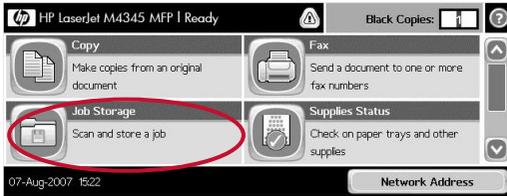
Step 1

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

Step 2

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

Step 3

Touch **Job Name** bar.

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 5

Touch **PIN to print** icon to activate lock function for this job. Enter desired **PIN** and touch **OK**. Press **Start**.
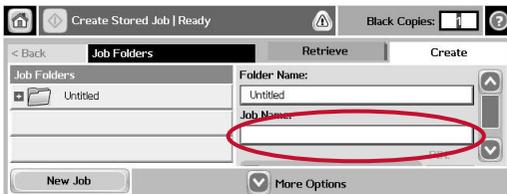
Retrieve a stored job
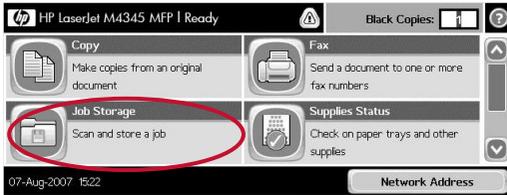
Step 1

Touch **Job Storage** icon.

Step 2

Select folder from list of folders on far left.

Step 3
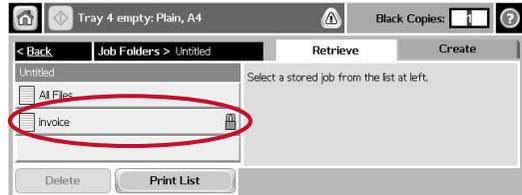
Select **Retrieve**.

Step 4

Select desired job from list.
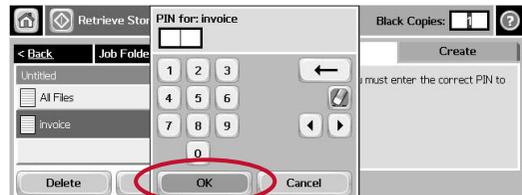
Step 5

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

Step 6

Press **Start**.

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