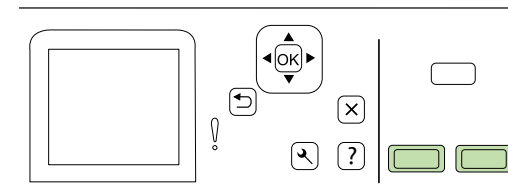
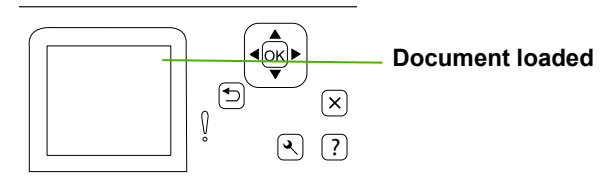




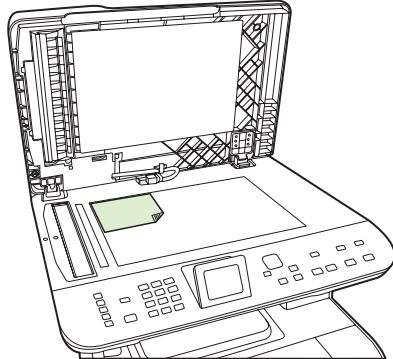
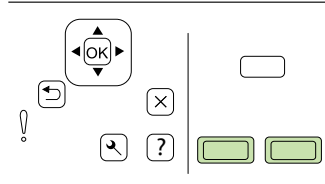
Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
<p>Load originals using the automatic document feeder (ADF)</p> <p>CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF. Use the flatbed glass to scan these items.</p>	<ol style="list-style-type: none"> 1 Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-up and the first page to be copied on top of the stack. 2 Slide the stack into the ADF until it does not move any farther <p>Document loaded appears on the control-panel display.</p> <ol style="list-style-type: none"> 3 Adjust the media guides until they are snug against the media. 4 Press Start Copy Black or Start Copy Color on the product control panel to start copying. 5 Repeat the process for each copy.





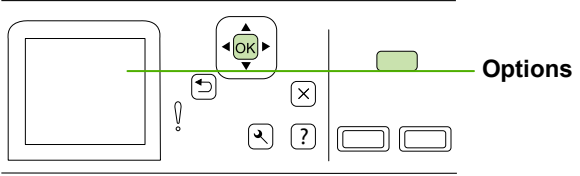
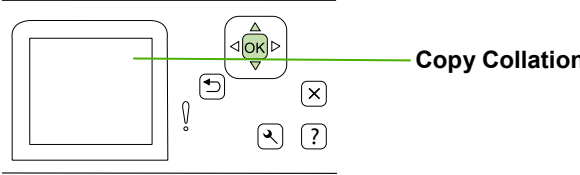
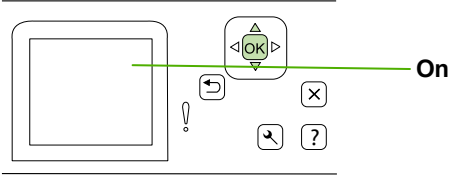
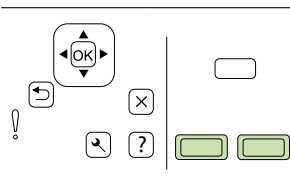
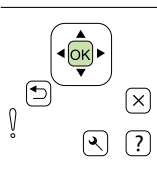
Copy using the flatbed scanner

How do I?	Steps to perform
Load originals in a flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1339 403">1 Make sure that the automatic document feeder (ADF) contains no media.<li data-bbox="730 459 1083 483">2 Lift the flatbed scanner cover.<li data-bbox="730 571 1339 659">3 Place the original document face-down on the flatbed glass with the upper-left corner of the document at the corner indicated by the icon on the scanner.<li data-bbox="730 683 978 707">4 Gently close the lid.<li data-bbox="730 802 1297 858">5 Press Start Copy Black or Start Copy Color on the product control panel to start copying.  






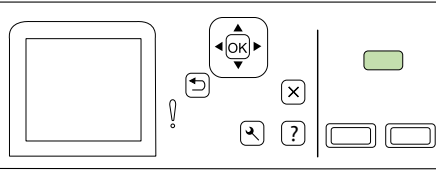
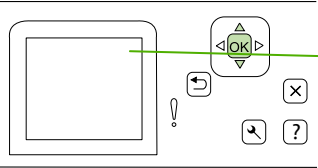
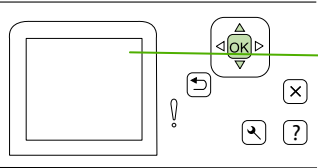
Collate my copy job

How do I?	Steps to perform
<p>Change the copy-collation setting for the current job</p>	<ol style="list-style-type: none"> <p>On the product control panel, press Copy Features.</p> <p>-or-</p> <p>On products with a graphical display, press Copy Menu, then use the arrow keys to select Options and press OK.</p>  <p>Use the arrow buttons to select Copy Collation, and then press OK.</p>  <p>Use the arrow buttons to select On or Off.</p>  <p>Press Start Copy to save the selection and immediately start the copy job.</p> <p>-or-</p>  <p>Press OK to save the selection without starting the job.</p> 



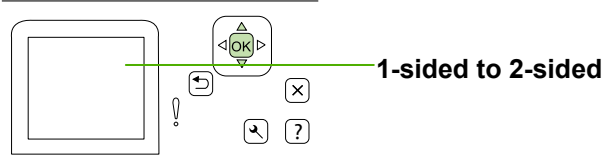
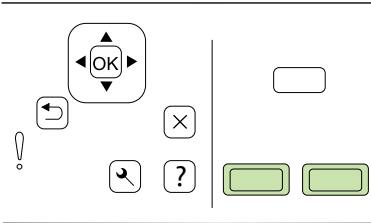

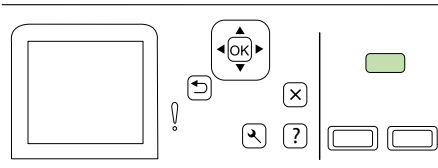


Copy on both sides (Duplex)

How do I?	Steps to perform
<p>Copy two-sided documents automatically (HP Color LaserJet CM2320 MFP Memory-Card Model only)</p> <p>Make two-sided copies from one-sided document</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1339 459">1 Load the documents to be copied into the automatic document feeder (ADF) input tray with the first page facing up, and with the top of the page leading into the ADF. <li data-bbox="730 667 1276 699">2 On the product control panel, press Copy Menu. <li data-bbox="730 914 1297 970">3 Use the arrow buttons to select Options, and then press OK.  Options<li data-bbox="730 1161 1306 1217">4 Use the arrow buttons to select Copy 2-sided, and then press OK.  Copy 2-sided

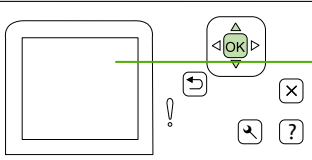
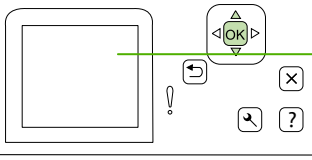
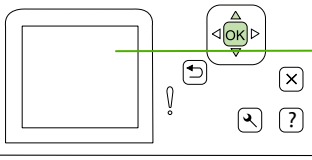
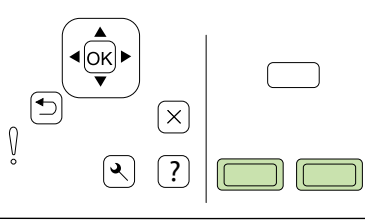




How do I?	Steps to perform	
<p>Copy two-sided documents automatically (continued)</p>	<p>5 Use the arrow buttons to select 1-sided to 2-sided, and then press OK.</p> <p>6 Press Start Copy Black or Start Copy Color.</p>	 
<p>Make two-sided copies from two-sided documents</p>	<p>1 Load the documents to be copied into the automatic document feeder (ADF) input tray with the first page facing up, and with the top of the page leading into the ADF.</p> <p>2 On the product control panel, press Copy Menu.</p>	 





How do I?	Steps to perform	
<p>Copy two-sided documents automatically (continued)</p>	<p>3 Use the arrow buttons to select Options, and then press OK.</p>	 <p>Options</p>
	<p>4 Use the arrow buttons to select Copy 2-sided, and then press OK.</p>	 <p>Copy 2-sided</p>
	<p>5 Use the arrow buttons to select 2-sided to 2-sided, and then press OK.</p>	 <p>2-sided to 2-sided</p>
	<p>6 Press Start Copy Black or Start Copy Color.</p>	





Copy on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Change the media size and type for the current job</p>	<ol style="list-style-type: none"> On the product control panel, press Copy Features. -or- For products with a graphical display, press Copy Menu, then use the arrow keys to select Options, and then press OK. Use the arrow buttons to select Copy Paper, and then press OK. Use the arrow buttons to select a media size, and then press OK. Use the arrow buttons to select a media type, and then press OK. Press Start Copy.





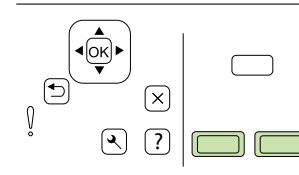
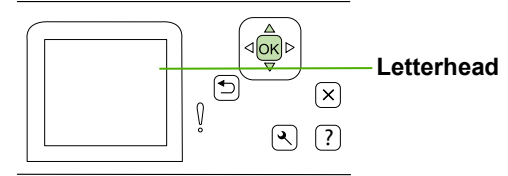
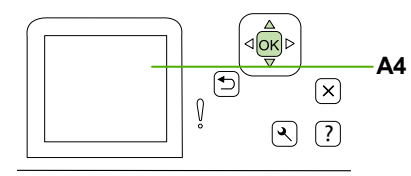
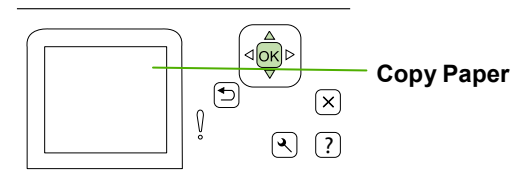
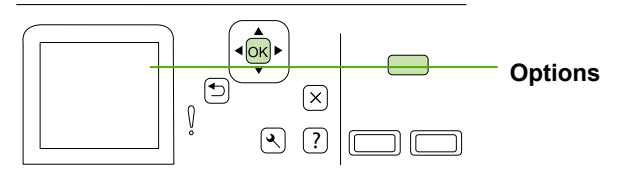
How do I?	Steps to perform	
<p>Change the default media-size setting</p>	<p>1 On the product control panel, press Setup.</p>	
	<p>2 Use the arrow buttons to select System setup, and then press OK.</p>	
	<p>3 Use the arrow buttons to select Paper setup, and then press OK.</p>	
	<p>4 Use the arrow buttons to select Def. paper size, and then press OK.</p>	
	<p>5 Use the arrow buttons to select a media size, and then press OK.</p>	
	<p>6 Press OK to save the selection.</p>	





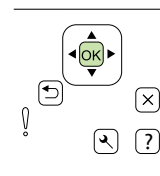
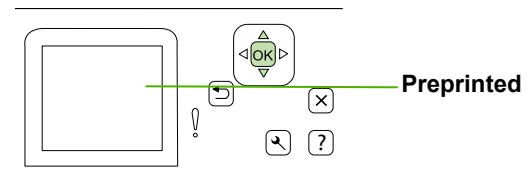
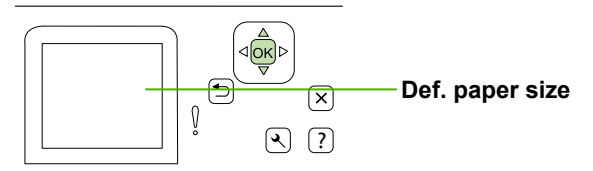
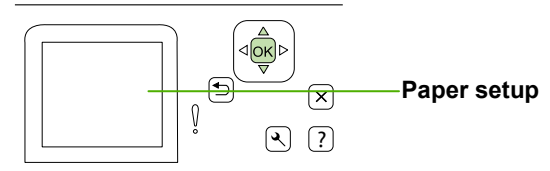
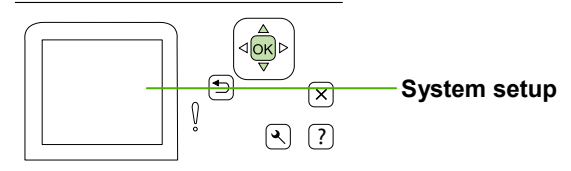
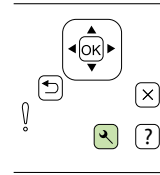
Copy on preprinted letterhead or forms

How do I?	Steps to perform
<p>Change the media size and type for the current job</p>	<ol style="list-style-type: none"> On the product control panel, press Copy Features. -or- For products with a graphical display, press Copy Menu, then use the arrow keys to select Options, and then press OK. Use the arrow buttons to select Copy Paper, and then press OK. Use the arrow buttons to select a media size, and then press OK. Use the arrow buttons to select a media type, and then press OK. Press Start Copy.





How do I?	Steps to perform
<p>Change the default media-size setting</p>	<ol style="list-style-type: none"> <li data-bbox="703 268 1339 300">1 On the product control panel, press Setup. <li data-bbox="703 464 1339 520">2 Use the arrow buttons to select System setup, and then press OK. <li data-bbox="703 655 1339 711">3 Use the arrow buttons to select Paper setup, and then press OK. <li data-bbox="703 847 1339 903">4 Use the arrow buttons to select Def. paper size, and then press OK. <li data-bbox="703 1038 1339 1094">5 Use the arrow buttons to select a media size, and then press OK. <li data-bbox="703 1230 1339 1262">6 Press OK to save the selection.





Make my copy look better

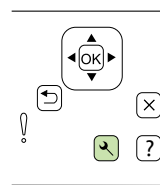
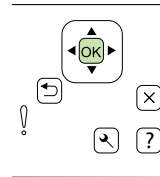
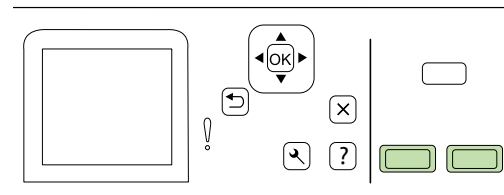
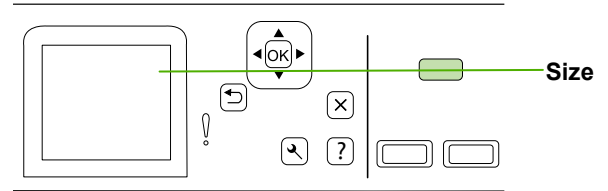
How do I?	Steps to perform
<p>Adjust the copy quality for the current job</p> <p>NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, Custom settings appears on the product control-panel display.</p>	<ol style="list-style-type: none"> On the product control panel, press Copy Features. -or- On products with a graphical display, press Copy Menu, then use the arrow keys to select Options, and then press OK. Use the arrow buttons to select Optimize, and then press OK to see the quality setting for the copy. Use the arrow buttons to scroll through the quality setting options. Select a setting, and then press Start Copy to save the selection and immediately start the copy job, -or- Press OK to save the selection without starting the job.



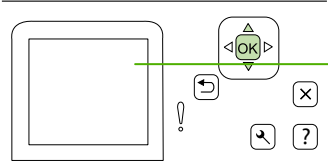
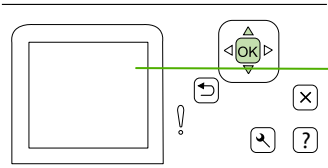
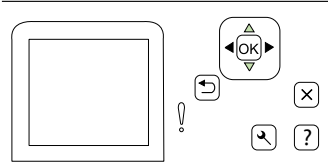


Reduce or enlarge the image

How do I?	Steps to perform
<p>Reduce or enlarge copies for the current job</p> <p>NOTE: If you select Custom: 25 to 400%, type a percentage by using the alphanumeric buttons. If you select 2 pages per sheet or 4 pages per sheet, select the orientation (portrait or landscape).</p> <p>NOTE: You must change the default media size in the media input tray to match the output size, or part of your copy might be cut off.</p>	<ol style="list-style-type: none"> On the product control panel, press Reduce/Enlarge. -or- On products with a graphic display, press Copy Menu and then choose Size. Select the size to which you would like to reduce or enlarge the copies in this job. Press Start Copy to save the selection and immediately start the copy job, -or- Press OK to save the selection without starting the job.
<p>Adjust the default copy size</p>	<ol style="list-style-type: none"> Press Setup.





How do I?	Steps to perform
<p>Adjust the default copy size (continued)</p>	<p>2 Use the arrow buttons to select Copy setup, and then press OK.</p> 
	<p>3 Use the arrow buttons to select Def. Redu/Enlrg, and then press OK.</p> 
	<p>4 Use the arrow buttons to select the option for how you normally want to reduce or enlarge copies. If you select 2 pages per sheet or 4 pages per sheet, select the orientation (portrait or landscape).</p> 
	<p>5 Press OK to save the selection.</p> 