

HP Color LaserJet CM3530 MFP Series  
Quick Reference Guide



How to:

**Copy**

**Digital Send**

**Fax**

**Store Jobs**



[www.hp.com/support/cljcm3530mfp](http://www.hp.com/support/cljcm3530mfp)

[www.hp.com/go/usemyMFP](http://www.hp.com/go/usemyMFP)



# Quick reference summary

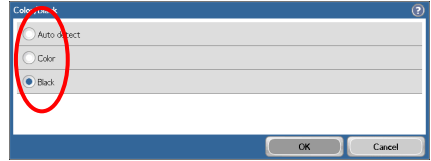
Page	How do I?	Steps to Perform
1	Make black & white or color copies	Touch <b>Copy</b> . Touch <b>Color/Black</b> . To make black copies, touch <b>Black</b> . To make color copies, touch <b>Color</b> . Touch <b>OK</b> . Press <b>Start</b> .
2	Make two-sided copies	Touch <b>Copy</b> . If the original document is printed on one side, touch <b>1-sided original, 2-sided output</b> . Or, if the original document is printed on both sides, touch <b>2-sided original, 2-sided output</b> . Touch <b>OK</b> . Press <b>Start</b> .
3	Copy printed pictures or photos	Touch <b>Copy</b> . Touch <b>Original Size</b> . Touch <b>More Options</b> . Touch <b>Optimize Text/Picture</b> . Touch <b>Printed Picture</b> or <b>Photograph</b> . Touch <b>OK</b> . Press <b>Start</b> .
4	Make a booklet	Touch <b>Copy</b> . Touch <b>More Options</b> . Touch <b>Booklet Format</b> . Touch <b>Booklet on</b> . If the original is printed on one side, touch <b>1-sided</b> . If it is printed on both sides, touch <b>2-sided</b> . Touch <b>OK</b> . Press <b>Start</b> .
5	Send to e-mail	Touch <b>E-mail</b> . Complete the <b>From:</b> , <b>To:</b> , and <b>Subject:</b> fields. Press <b>Start</b> .
6	Scan to a network folder	Touch <b>Network Folder</b> . Select the folder in which you want to save the document. Or, touch <b>Network Folder Path</b> to open the keyboard, and then type the folder path. Touch <b>File Name</b> to open the keyboard, and then type the file name. Press <b>Start</b> .
7	Send a fax	Touch <b>Fax</b> . Touch <b>Fax Recipients</b> . Enter a fax number. Touch <b>OK</b> . Touch the green down-arrow button to add the number to the recipients list. Repeat to add more numbers. Press <b>Start</b> .
8	Store a copy job	Touch <b>Job Storage</b> . Touch <b>Create</b> . Touch <b>New Job</b> . Type a folder name. Touch the down arrow, and type a job name. Touch <b>OK</b> . Optional: To make the job private, touch <b>PIN to print</b> , and then type the PIN for the job. Touch <b>OK</b> . Press <b>Start</b> .
10	Retrieve a stored job	Touch <b>Job Storage</b> . Select the folder in which the job is stored. Select the job from the list. If the job is private, touch the box below <b>PIN:</b> and type the correct PIN. Press <b>Start</b> .

# Make black & white or color copies



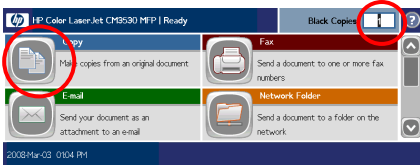
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



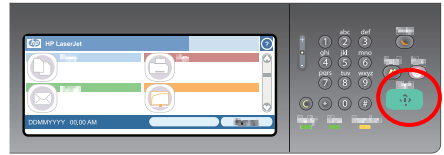
## Step 4

To make black copies, touch **Black**. To make color copies, touch **Color**. Touch **OK**.



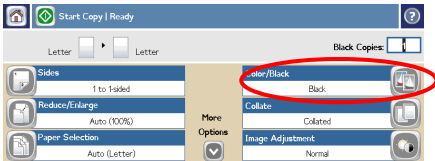
## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.



## Step 5

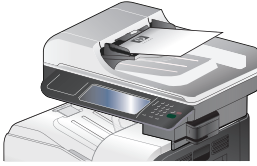
Press **Start**.



## Step 3

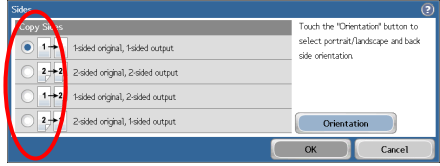
Touch **Color/Black**.

# Make two-sided copies



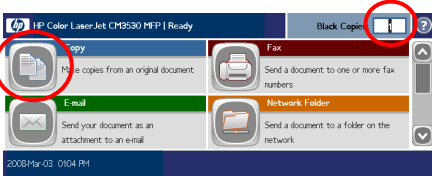
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



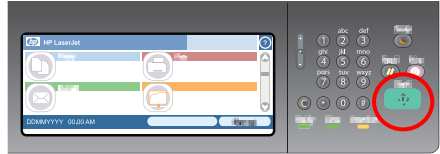
## Step 4

If the original is printed on one side, touch **1-sided original, 2-sided output**. If the original is printed on both sides, touch **2-sided original, 2-sided output**. Touch **OK**.



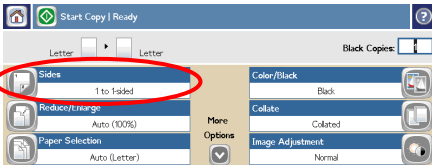
## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.



## Step 5

Press **Start**.



## Step 3

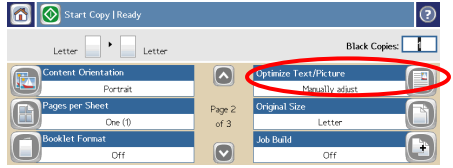
Touch **Sides**.

# Copy printed pictures or photos



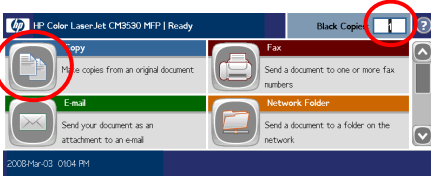
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



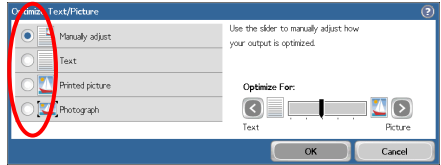
## Step 4

Touch **Optimize Text/Picture**.



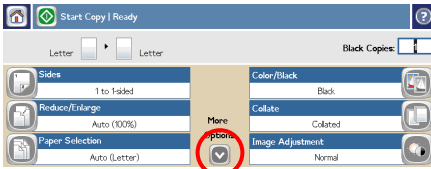
## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.



## Step 5

Touch **Printed Picture** or **Photograph**.



## Step 3

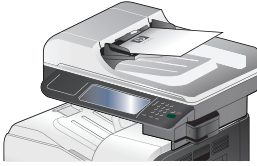
Touch **More Options**.



## Step 6

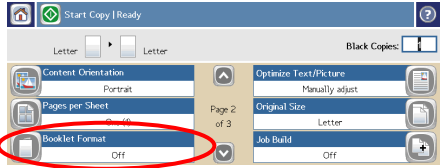
Press **Start**.

# Make a booklet



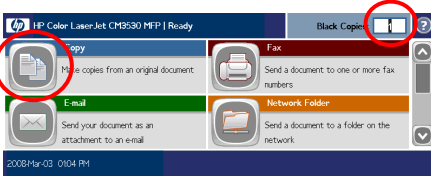
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



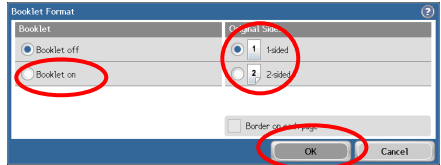
## Step 4

Touch **Booklet Format**.



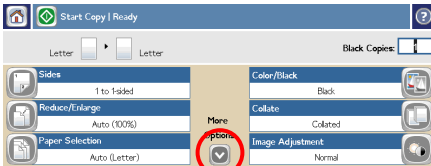
## Step 2

Use the numeric keypad to change the number of copies. Touch **Copy**.



## Step 5

Touch **Booklet on**. If the original is printed on one side, touch **1-sided**. If it is printed on both sides, touch **2-sided**. Touch **OK**.



## Step 3

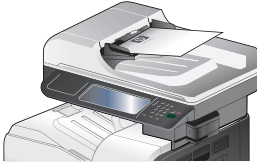
Touch **More Options**.



## Step 6

Press **Start**.

# Send to e-mail



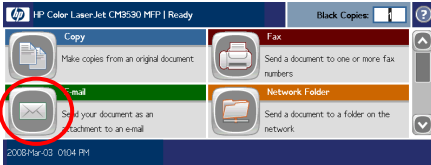
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



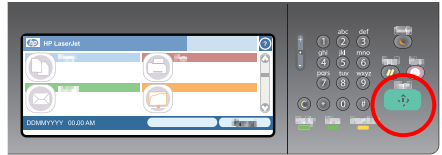
## Step 4

Type the e-mail address. Touch the down arrow next to **To**. Touch **Subject**, and type the text. Touch **OK**.



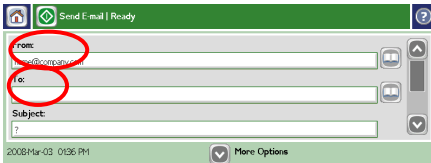
## Step 2

Touch **E-mail**. If prompted, type your user name and password.



## Step 5

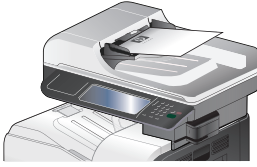
Press **Start**.



## Step 3

Touch the **From** field, and type your e-mail address. Touch the **To** field.

# Scan to a network folder



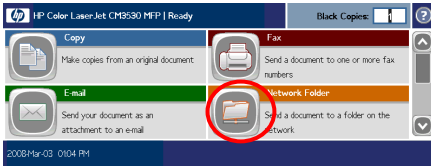
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



## Step 4

Touch **File Name** to open the keyboard, and then type the file name. Touch **OK**.



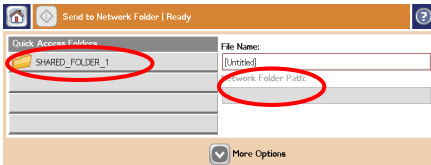
## Step 2

Touch **Network Folder**.



## Step 5

Press **Start**.

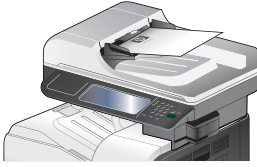


## Step 3

Select the folder in which you want to save the document. Or, touch **Network Folder Path** to open the keyboard, and then type the folder path. Touch **OK**.

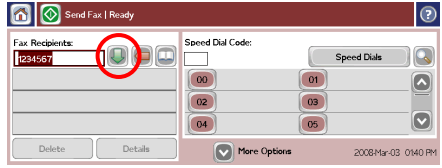


# Send a fax



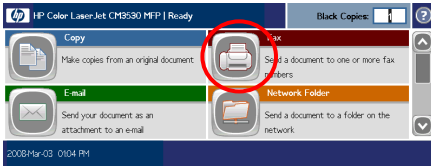
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



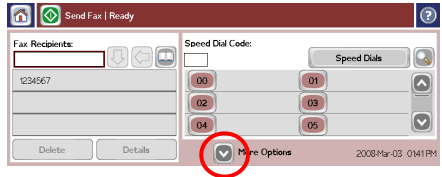
## Step 4

Touch the green down-arrow button to add the number to the recipients list. Repeat to add more numbers.



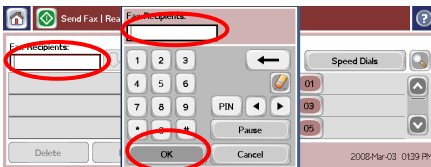
## Step 2

Touch **Fax**. If prompted, type your user name and password.



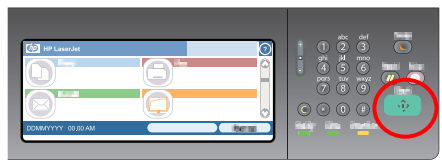
## Step 5

Touch **More Options**. Verify that the settings match those of your original.



## Step 3

Touch **Fax Recipients**. Enter a fax number.  
Touch **OK**.



## Step 6

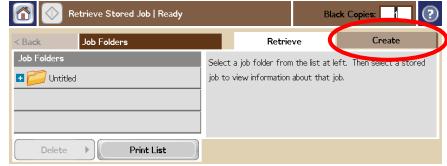
Press **Start**.

# Store a copy job



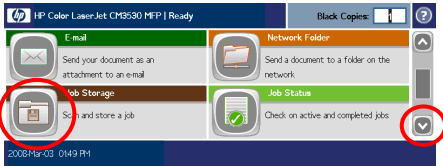
## Step 1

Place the original face-up in the document feeder or face-down on the glass.



## Step 3

Touch **Create**.



## Step 2

Scroll down and touch **Job Storage**.



## Step 4

Touch **New Job**.

# Store a copy job (continued)



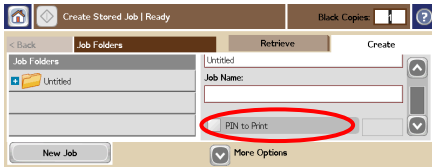
## Step 5

Type a name for the folder. Touch the down arrow next to **Folder Name**. Touch **Job Name**, and type a name for the job. Touch **OK**.



## Step 7

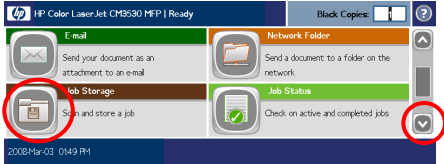
Press **Start**. The job is saved on the product until you delete it.



## Step 6

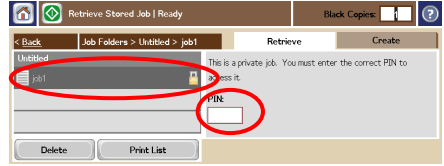
Optional: To make the job private, touch **PIN to print**, and then type the PIN for the job. Touch **OK**.

# Retrieve a stored job



## Step 1

Scroll down and touch **Job Storage**.



## Step 3

Select the job from the list. If the job is private, touch the box below **PIN:** and type the correct PIN.



## Step 2

Select the folder in which the job is stored.



## Step 4

Press **Start**.







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## Resources

Product support information is available at [www.hp.com/support/cljcm3530mfp](http://www.hp.com/support/cljcm3530mfp).

- User guide
- Job aids
- Animated procedures

MFP simulations on HP's Use My MFP site:

- [www.hp.com/go/usemymfp](http://www.hp.com/go/usemymfp)



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