

Use features in the Windows driver

How do I?	Steps to perform	
Open the printer driver	On the File menu in the software program, click Print . Select the printer, and then click Properties or Preferences .	HP Color Laser Jet CM3530 MFP PCL 6 Printing Preferences Advanced Printing Shortcuts Paper/Quality Effects Frinishing Job Storage Color Services A printing shortcut is a collection of saved print settings that you can select with a single click. Printing shortcuts: General Everyday Printing
Get help for any printing option	Click the ? symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click Help to open the online Help.	Factory Defaults Paper type: Unspecified Paper sizes: 8.5 × 11 inches Letter Paper source: Automatically select Orientation: Portrait Print on both sides: No Pages per sheet: 1 page per sheet V Save As Delete Reset
		About Help OK Cancel Apply





How do I?	Steps to perform	
Create a printing shortcut	Open the printer driver and click the Printing Shortcuts tab.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services A printing shortcut is a collection of saved print settings that you can select with a single click.
NOTE: Always select a shortcut before adjusting any of	2 Select an existing shortcut as a base. 2	Printing shortcuts: General Everyday Printing Factory Defaults Paper type:
the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.	3 Select the print options for the new shortcut. 3	Unspecified Paper sizes: 8.5 x 11 inches Letter Paper source: Automatically Select
	4 Click Save As, type a name for the shortcut, and click OK. 4	Orientation: Potatal Print on both sides: No Pages per sheet: 1 page per sheet Save As Delete Reset
		About Help OK Cancel Apply



How do I?	Steps to perform
NOTE: Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.	1 Open the printer driver and click the Printing Shortcuts tab. 2 Select one of the shortcuts, and then click OK to print the job with the predefined settings. 2 Manual Printing Shotcuts Reperfusably Effects Frienling Lieb Strange Color Services A printing shotcut is a colection of seved print settings that you can select while a single click. Pager type: Pager type: P
Cancel a print job from the product control panel	 Press the stop button ⊗ on the control panel. From the list on the touchscreen, touch the print job you want to delete, and touch the Cancel Job button. Touch the Yes button. Touch the OK button to return to the Ready state.



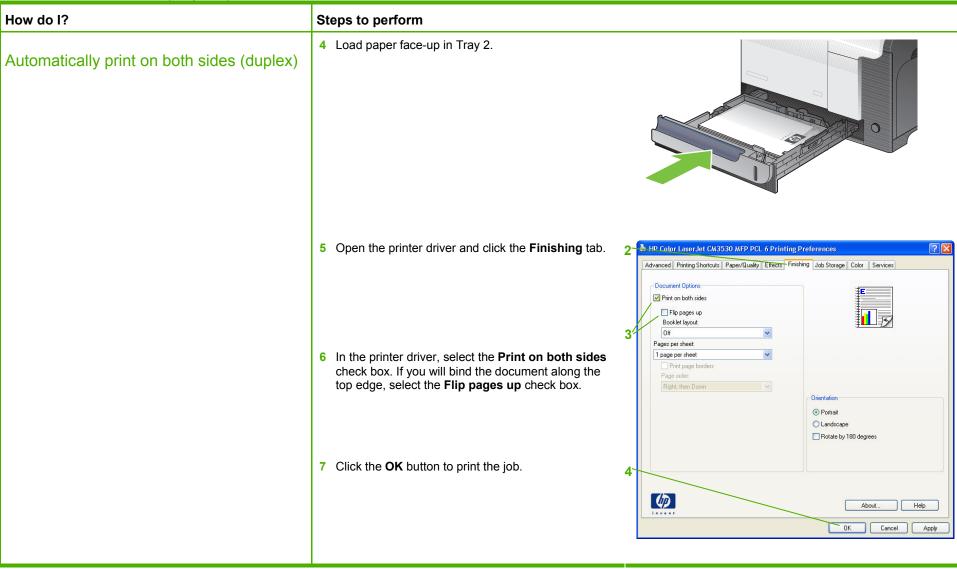


Staple documents (HP Color LaserJet CM3530fs MFP)

How do I?	Steps to perform
Use the convenience stapler	1 Insert up to 20 sheets of media (80 g/m² or 20 lb) into the slot in the stapler door. Insert fewer sheets to staple if the media weight is heavier than 80 g/m² or 20 lb.
	CAUTION: Do not use the convenience stapler to staple plastic, cardboard, or wood. Damage to the convenience stapler can result from attempting to staple these materials.
	2 Wait for the stapler to staple the sheets. When it is inserted all the way into the stapler slot, the media should trigger the stapler mechanism.
	3 Remove the stapled media from the slot. Note: If you are unable to remove the media after stapling, carefully open the stapler door and then slide your document out.



Print on both sides (duplex)







Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	1 Open the printer driver and click the Finishing tab. 1 Advanced Printing Shotcuts Paper/Quality Effects Finishing Job Storage Color Services
	2 Select the number of pages per sheet from the Pages per sheet drop-down list. 2 Select the number of pages per sheet from the Pages per sheet drop-down list.
	3 Select the correct options for Print page borders, Page order, and Orientation. 3 Select the correct options for Print page borders, About Help OK Cancel Ap



Select page orientation

How do I?	Steps to perform	
Select page orientation	1 Open the printer driver and click the Finishing tab. 1 Advanced Printing Shortcuts Paper/Quality Effect Document Options Document Option	
	2 In the Orientation area, select the Portrait or Landscape option. 2 In the Orientation area, select the Portrait or Landscape option.	
	3 To print the page image upside down, select the	Orientation Portrait Landscape Rotate by 180 degrees
	Rotate by 180 degrees option.	About Help
	laces	OK Cancel Apply



Print a booklet





Print on different page sizes

How do I?	Steps to perform	
Print on different page sizes Select a page size		Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Paper Options Paper stores: Automatically Select Paper types: Unspecified Special pages: Covers Print pages of different paper Insert blank or preprinted sheets Chapter separator pages Settings
		About Help OK Cancel Apply



Paper orientation for loading trays

How do I?	Steps to perform			
Tray 1	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
Preprinted or letterhead	Portrait	1-sided printing	Face down	Face up
- Topiniou of Jotomou			Top edge leading into the product	Bottom edge leading into the product
		2-sided printing	Face up	Face up
			Bottom edge leading into the product	Bottom edge leading into the product
	Landscape	1-sided printing	Face down	Face up
			Top edge toward the back of the product	Top edge toward the back of the product
				123





How do I?	Steps to perform			
Tray 1 (continued)	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
Preprinted or letterhead	Landscape	2-sided printing	Face up Top edge toward the back of the product	Face up Top edge toward the back of the product
Prepunched	Portrait or landscape	1-or 2- sided printing	Holes toward the back of the product	Not applicable





How do I?	Steps to perform			
Tray 2 or optional Tray 3	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
Preprinted or letterhead	Portrait	1-sided printing	Face up	Face down
			Top edge at the right side of the tray	Top edge at the left side of the tray
		2-sided printing	Face down	Face down
			Top edge at the right side of the tray	Top edge at the left of the tray
	Landscape	1-sided printing	Face up	Face down
			Top edge toward the back of the product	Top edge toward the back of the product





How do I?	Steps to perform			
Tray 2 or optional Tray 3	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
(continued)	Landscape	2-sided printing	Face down Top edge toward the back of the product	Face down Top edge toward the back of the product
Prepunched	Portrait or landscape	1-or 2- sided printing	Holes toward the back of the product	Not applicable



Print on special paper, labels, or transparencies

How do I?	Steps to perform
Load paper and print media Tray 1	Portrait • Load paper face down • Top edge leading into the product
	Landscape • Load paper face down • Top edge toward the back of the product
Tray 2 or optional Tray 3	Portrait • Load paper face up • Top edge at the right side of the tray
	Landscape • Load paper face up • Top edge toward the back of the product





How do I? Steps to perform 1 Open the printer driver and click the Paper/Quality HP Color LaserJet CM3530 MFP PCL 6 Printing Preferences Print on special paper, labels, or Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services transparencies (continued) 8.5 × 11 inches Custom... Paper source: Automatically Select Unspecified Print Quality Special pages 2 From the Paper type drop-down list, click More . . . ImageREt 3600 Print pages on different pager Insert blank or preprinted sheets Chapter separator pages 4 Help Cancel **3** Expand the options for **Type is**:. Expand the category ? X Type is: of paper types that best describes your paper, and then click the paper type that you are using. Type is: ■ Presentation 96-130g ⊕ Brochure 131-175g ⊕ Photo/Cover 176-220g Color Laser Transparency Labels Letterhead Envelope Preprinted Prepunched Colored Douah OK Cancel





Print a different first or last page

How do I?	Steps to perform	
Print the first or last page on different	Open the printer driver and click the Paper/Quality tab.	Advanced Printing Shortcuts Paper/Qualty Effects Frishing Job Storage Color Services
Print covers on different paper		Paper Options Paper sizes: 8.5 × 11 inches Letter Custom
Time do voro on amorone papor		Paper source: Automatically Select Paper type: Unspecified
	2 In the Special pages area, click Covers or Print pages on different paper, and then click Settings.	Special pages: Covers Print pages on different paper Insert blank or preprinted sheets Chapter separator pages Settings
		About Help
	3 Select an option to print a blank or preprinted front cover, back cover, or both.	3 Special Pages Special Pages Special Pages Add a blank or preprinted cover.
	Or, select an option to print the first or last page on different paper.	Print pages on different paper Innet basis or proprieted sheets Chapter separator pages NOTE: NOTE:
	4 Select options from the Paper source and Paper type drop-down lists, and then click Add.	All pages not fisted in this table are set to Pages source Lagranouses Automatically Select Automatically Select Pager type: Unspecified Page type: Pint on both sides: On Add Update
		Special pages defined for this print job: Page Type Pages Pager Source Paper Type Additional Attributes
	5 Click OK .	Delete Delete AI OK Cancel





Store a print job

How do I?	Steps to perform		
Set job storage options	Open the printer driver and click the Job Storage tab.	1	HIP Color Laser Jet CM3530 MFP PCL 6 Printing Preferences Advanced Printing Shortcuts Paper/Quality Effects Fristing 3-bb Storage Color Services
Print on copy for proof before printing all the copies			Your job will be stored in the printer as if it is an electronic file cabinet. Nothing will be printed until your job is requested from the printer's control panel. Use this storage for forms and other common or shared documents. Job Storage Mode
	2 In the Job Storage Mode area, click Proof and Hold. The product prints the first copy only. A message appears on the product control panel that prompts you to print the rest of the copies.	2	Proof and Hold Personal Job Quick Copy Stored Job Make Job Private PIN to print Quick Copy Job Name Custom Custom Automatic Custom Cu
	2 In the Joh Storage Mede area click Personal Joh		About Help OK Cancel Apply HP Color Laser Jet CM3530 MFP PCL 6 Printing Preferences
Temporarily store a personal job on the product and print it later	 In the Job Storage Mode area, click Personal Job. Optional: In the Make Job Private area, click PIN to print, and enter a 4-digit personal identification number (PIN). 	2	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Your job will be stored on the printer and nothing will be printed until you request the job from the printer's control panel. Once the job is printed, it will be automatically removed from the printer's job storage. For Printing panel of the printer's job storage for panel of the printer's job storage. For Printing panel of the printer's job storage. For Printing panel of the printer's job storage for panel of the printer's job storage. For Printing panel of the printer's job storage for panel of the panel of the panel of the panel
			Job Notification Options ✓ Display Job ID when printing If job name exists: Use Job Name + (1-99) About Help OK Cancel Apply





How do I?	Steps to perform		
Temporarily store a job on the product	In the Job Storage Mode area, click Quick Copy . One copy of the job is printed immediately, but you can print more copies from the product control panel.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services After your job prints, you can use the printer's control panel to print more copies of your job.	
	NOTE: These jobs are deleted if the product is turned off.	Job Storage Mode Off Off Proof and Hold Personal Job Ouick Copy Stored Job Make Job Private PIN to privat G00099999 Job Notification Options Display Job ID when printing If job name exists: Use Job Name + (1.99) About Help	
Permanently store a job on the product	In the Job Storage Mode area, click Stored Job .	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Your job will be stored in the printer as if it is an electronic file cabinet. Nothing will be printed until your job is requested from the printer's control panel. Use this storage for forms and other common or shared documents.	
Make a permanently stored job private so that anyone who tries to print it must provide a PIN	 In the Job Storage Mode area, click Stored Job. In the Make Job Private area, click PIN to print, and then enter a 4-digit personal identification number (PIN). 	Job Storage Mode ① User Name ② User name ② User name ② User name ② Custom MJR ② User name ② Custom MJR ③ Stored Job ③ Stored Job ③ Automatic ② PIN to print ③ Automatic ② Custom ③ Custom	
Receive notification when someone prints a stored job	In the Job Notification Options area, click Display Job ID when printing. —	Job Notification Options Job Notification Options If job name exists: Use Job Name + (1-99)	





How do I?	Steps to perform			
Set the user name for a stored job	In the User Name area, click User name to use the Windows default user name. To provide a different user name, click Custom and type the name.		Advanced Printing Shortcuts Paper/Quality Effects Finish Shortcuts Paper/Quality Paper/Quality Effects Finish Shortcuts Paper/Quality Effects Finish Shortcuts Paper/Quality Pa	hing Job Storage Color Services
Specify a name for the stored job	In the Job Name area, click Automatic to use the default job name. To specify a job name, click Custom and type the name.	1	Job Storage Mode Off Off Proof and Hold Personal Job Quick Copy Stored Job Make Job Private PIN to print [10000-9993] Job Notification Options	User Name ① User name ① Custom MJR Job Name ② Automatic ① Custom [cAutomatic>] Line Name Cautomatic> If lob name exists:
	2 Select an option from the If job name exists dropdown list. Select Use Job Name + (1-99) to add a number to the end of the existing name, or select Replace Existing File to overwrite a job that already has that name.	2	☑ Display Job ID when printing	Use Job Name + (1-99) About Help OK Cancel Apply





Retrieve a stored print job

How do I?	Steps to perform	
Print a stored job	1 Scroll down and touch Job Storage .	PC Color Laser-let CH5530 MFP Ready
	2 Select the folder in which the job is stored.	Retrieve Stored Job I Roady Stack Copies
	3 Select the job from the list. If the job is private, touch the box below PIN: and type the correct PIN.	Retrieve Stored Job Roady Stack
	4 Press Start.	COMMUNITY OLDS MA



Select advanced printing options

How do I?	Steps to perform
Select advanced printing options	5 Open the printer driver and click the Advanced tab. 6 In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 1 Production as the content of the sections and the sections are setting to activate a dropdown list so you can change the setting.
Change the number of copies that are printed	7 Open the printer driver and click the Advanced tab. 8 Open the Paper/Output section, and then enter the number of copies to print. If you select 2 or more copies, you can select the option to collate the pages. NOTE: If the software program that you are using does not provide a way to print a particular number of copies, you can change the number of copies in the driver. Changing this setting affects the number of copies for all print jobs. After your job has printed, restore this setting to the original value. Procedur Laser-Jet CM3530 MFP PCL 6 Advanced Document Settings Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Frienting Job Shocage Color Services Advanced Printing Shockust Paper/Quality Effects Advanced Printing Shockust Paper/Quality





How do I?	Steps to perform	
Print colored text as black	 9 Open the printer driver and click the Advanced tab. 10 Open the Document Options section, and then open the Printer Features section. 11 In the Print All Text as Black drop-down list, select Enabled. 	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services HP Color LaserJet CM3530 MFP PCL 6 Advanced Document Settings HP Color LaserJet CM3530 MFP PCL 6 Advanced Document Settings Reper/Output Reper/Output Reper/Output Reper/Output Reper/Output Reper/Output Reper/Output Reper Seatures Print Optimizations: Enabled Print Optimizations: Enabled Print Politications: Enabled Print All Text as Black: Disabled Rester Compression: Automable Alternative Letterhead Mode: Off Layout Options Page Order: Front to Back OK Cancel Apply



Select layout options

How do I?	Steps to perform
Change the order in which pages are printed	12 Open the driver and click the Advanced tab. Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services
	13 Open the Document Options section, and then open the Layout Options section. 2 Open the Layout Options section. 2 Open the Layout Options section.
	14 In the Page order drop-down list, select Front to Back or Back to Front to print the pages in the same order as they are in the document, or select Back to Front to print the pages in the reverse order.