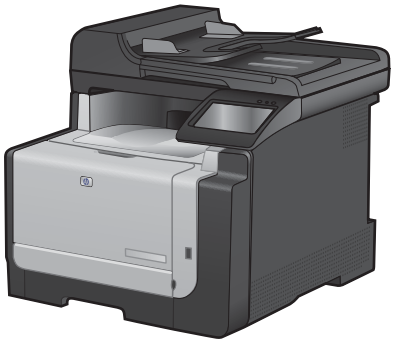
LASERJET PRO CM1410

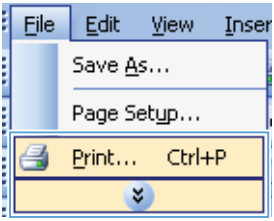
COLOR MFP SERIES

Quick Reference Guide

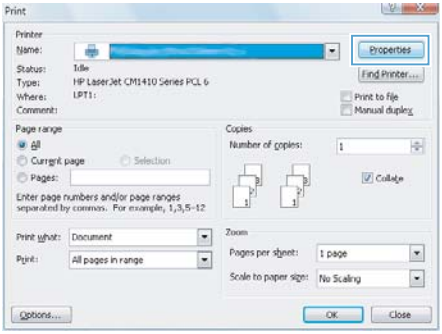


Print on special paper, labels, or transparencies

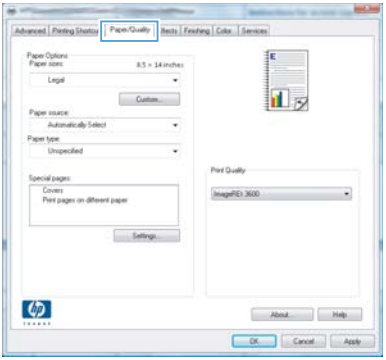
1. On the **File** menu in the software program, click **Print**.



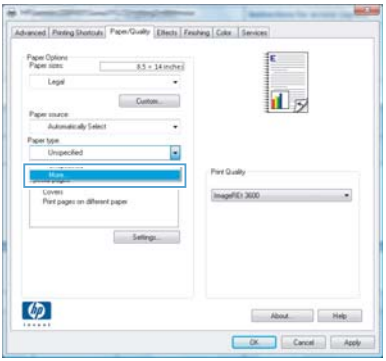
2. Select the product, and then click the **Properties** or **Preferences** button.



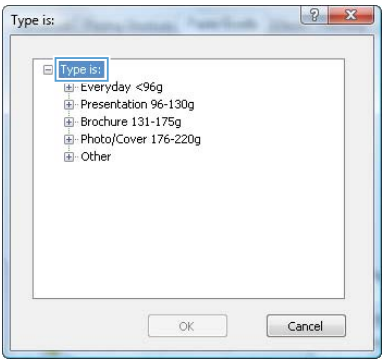
3. Click the **Paper/Quality** tab.



4. From the **Paper type** drop-down list, click the **More...** option.

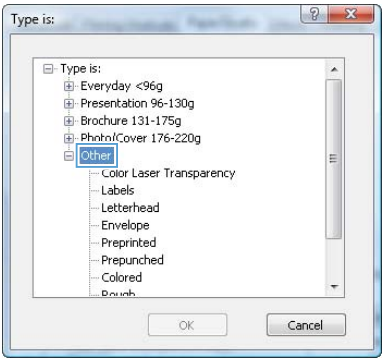


5. Expand the list of **Type is:** options.

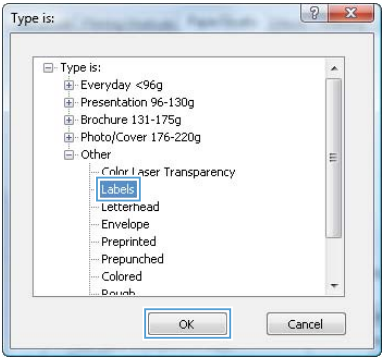


6. Expand the category of paper types that best describes your paper.

   NOTE: Labels and transparencies are in the list of **Other** options.



7. Select the option for the type of paper you are using, and click the **OK** button.

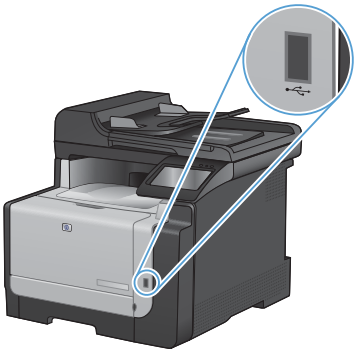


Walk-up USB printing

This product features printing from a USB flash drive, so you can quickly print files without sending them from a computer. The product accepts standard USB storage accessories in the USB port on the front of the product. You can print the following types of files:

- .PDF
- .JPEG

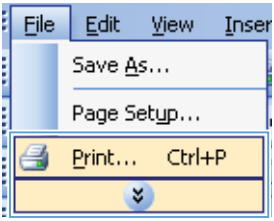
1. Insert the USB drive into the USB port on the front of the product.



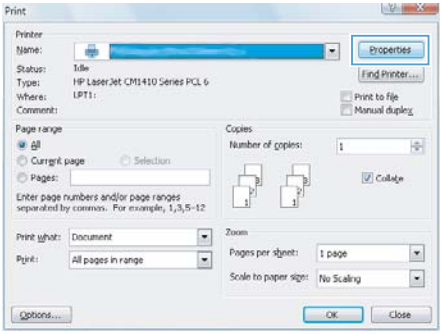
2. The USB Flash Drive menu opens. Touch the arrow buttons to scroll through the options.
   - Print Documents
   - View and Print Photos
   - Scan to USB Drive
3. To print a document, touch the Print Documents screen, and then touch the name of the folder on the USB drive where the document is stored. When the summary screen opens, you can touch it to adjust the settings. Touch the Print button to print the document.
4. To print photos, touch the View and Print Photos screen, and then touch the preview image for each photo that you want to print. Touch the Done button. When the summary screen opens, you can touch it to adjust the settings. Touch the Print button to print the photos.
5. Retrieve the printed job from the output bin, and remove the USB drive.

Print on both sides (duplex) with Windows

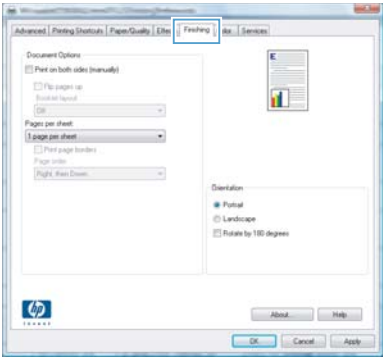
1. On the **File** menu in the software program, click **Print**.



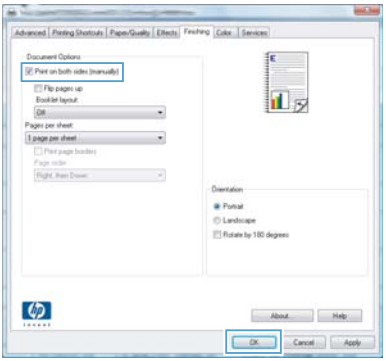
2. Select the product, and then click the **Properties** or **Preferences** button.



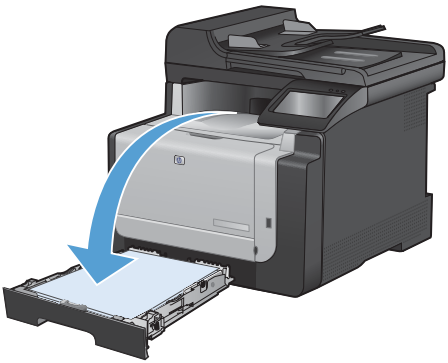
3. Click the **Finishing** tab.



4. Select the **Print on both sides (manually)** check box. Click the **OK** button to print the first side of the job.



5. Retrieve the printed stack from the output bin, and maintaining the same orientation, place it with the printed-side facing down in Tray 1.



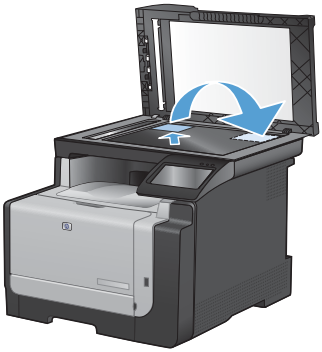
6. On the control panel, touch the OK button to print the second side of the job.

Copy identification cards

Use the ID Copy feature to copy both sides of identification cards, or other small-size documents, onto the same side of one sheet of paper. The product prompts you to copy the first side and then to place the second side on a different area of the scanner glass and copy again. The product prints both images at the same time.

1. Load the document onto the scanner glass.

2. From the Home screen, touch the Copy button.
3. Touch the ID Copy button.
4. Touch the Black or Color button to start copying.
5. The product prompts you to place the next page on a different section of the scanner glass.



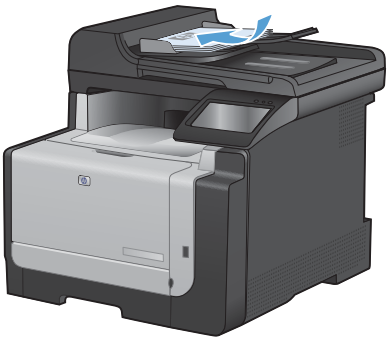
6. Touch the OK button if you have more pages to copy, or touch the Done button if this is the last page.
7. The product copies all pages onto one side of a sheet of paper.

Change copy quality

The following copy-quality settings are available:

- Auto Select: Use this setting when you are not concerned about the quality of the copy. This is the default setting.
- Mixed: Use this setting for documents that contain a mixture of text and graphics.
- Text: Use this setting for documents that contain mostly text.
- Picture: Use this setting for documents that contain mostly graphics.

1. Load the document onto the scanner glass or into the document feeder.



2. From the Home screen, touch the Copy button.
3. Touch the Settings... button, and then scroll to and touch the Optimize button. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
4. Touch the Black or Color button to start copying.

Create and edit speed-dial entries

1. From the Home screen, touch the Fax button.

2. Touch the Fax Menu button.
3. Touch the Phone Book Setup button.
4. Touch the Individual Setup button.
5. Touch an unassigned number from the list.
6. Use the keypad to enter a name for the entry, and then touch the OK button.
7. Use the keypad to enter the fax number for the entry, and then touch the OK button.

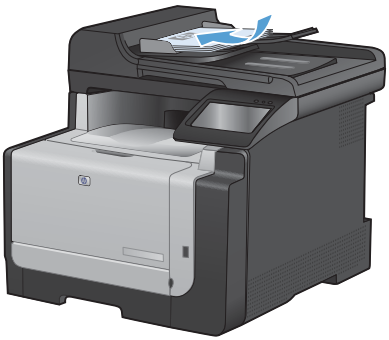
Schedule a fax to be sent later

Use the product control panel to schedule a fax to be sent automatically at a future time to one or more people. When this procedure is completed, the product scans the document into memory and then returns to the Ready state.

NOTE: If the product cannot transmit the fax at the scheduled time, that information is indicated on the fax error report (if that option is turned on) or recorded in the fax activity log. The transmittal might not be initiated because the fax-sending call is not answered, or because a busy signal stops the redial attempts.

If a fax has been scheduled to be sent at a future time but it requires updating, send the additional information as another job. All faxes that are scheduled to go to the same fax number at the same time are delivered as individual faxes.

1. Load the document into the document feeder.



2. From the Home screen, touch the Fax button.
3. Touch the Fax Menu button.
4. Touch the Send Options button.
5. Touch the Send Fax Later button.
6. Use the keypad to enter the time of day to send the fax. Touch the OK button.
7. Use the keypad to enter the date to send the fax. Touch the OK button.
8. Use the keypad to type the fax number. Touch the OK button. The product scans the document and saves the file in memory until the designated time.

Delete faxes from memory

Use this procedure only if you are concerned that someone else has access to your product and might try to reprint faxes from the memory.

△ **CAUTION:** In addition to clearing the reprint memory, this procedure clears any fax that is currently being sent, unsent faxes that are pending redial, faxes that are scheduled to be sent at a future time, and faxes that are not printed or forwarded.

1. From the Home screen, touch the Setup button.

2. Touch the Service menu.
3. Touch the Fax Service menu.
4. Touch the Clear Saved Faxes button.

Scan by using HP Scan software (Windows)

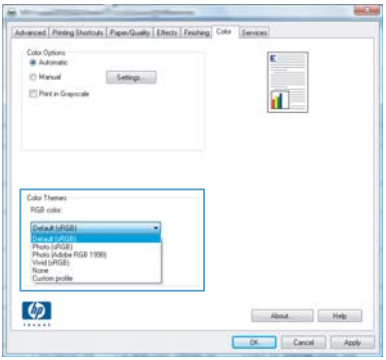
1. Double-click the **HP Scan** icon on the computer desktop.
2. Select a scanning shortcut, and adjust the settings if necessary.
3. Click **Scan**.

NOTE: Click **Advanced Settings** to gain access to more options.

Click **Create New Shortcut** to create a customized set of settings and save it in the list of shortcuts.

Change the color theme for a print job

1. On the **File** menu in the software program, click **Print**.
2. Click **Properties** or **Preferences**.
3. Click the **Color** tab.
4. Select a color theme from the **Color Themes** drop-down list.

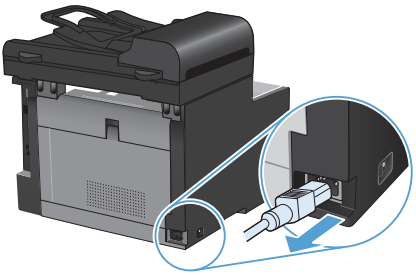


   - **Default (sRGB)**: This theme sets the product to print RGB data in raw device mode. When using this theme, manage color in the software program or in the operating system for correct rendering.
   - **Vivid**: The product increases the color saturation in the midtones. Use this theme when printing business graphics.
   - **Photo**: The product interprets RGB color as if it were printed as a photograph using a digital mini lab. The product renders deeper, more saturated colors differently than with the Default (sRBG) theme. Use this theme when printing photos.
   - **Photo (Adobe RGB 1998)**: Use this theme with printing digital photos that use the AdobeRGB color space rather than sRGB. Turn off color management in the software program when using this theme.
   - **None**: No color theme is used.

Check the scanner glass for dirt and smudges

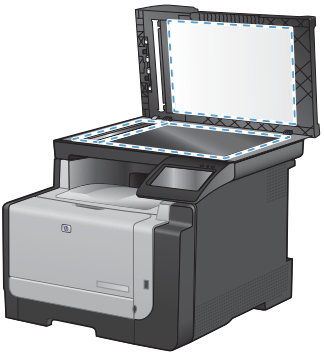
Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner glass and white plastic backing.

1. Use the power switch to turn off the product, and then unplug the power cord from the electrical socket.



2. Open the scanner lid.
3. Clean the scanner glass and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

   CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.



4. Dry the glass and white plastic with a chamois or a cellulose sponge to prevent spotting.
5. Plug in the product, and then use the power switch to turn on the product.

Clean the paper path from the product control panel

1. From the Home screen, touch the Setup button.

2. Touch the Service menu.
3. Touch the Cleaning Page button.
4. Load plain letter or A4 paper when you are prompted.
5. Touch the OK button to begin the cleaning process.

   A page feeds through the product slowly. Discard the page when the process is completed.

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