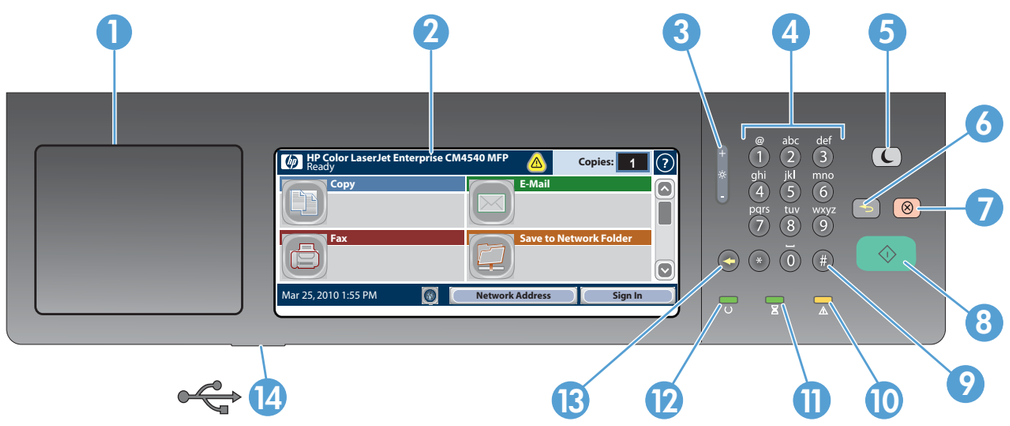
COLOR LASERJET ENTERPRISE CM4540 MFP SERIES

Use the Control Panel



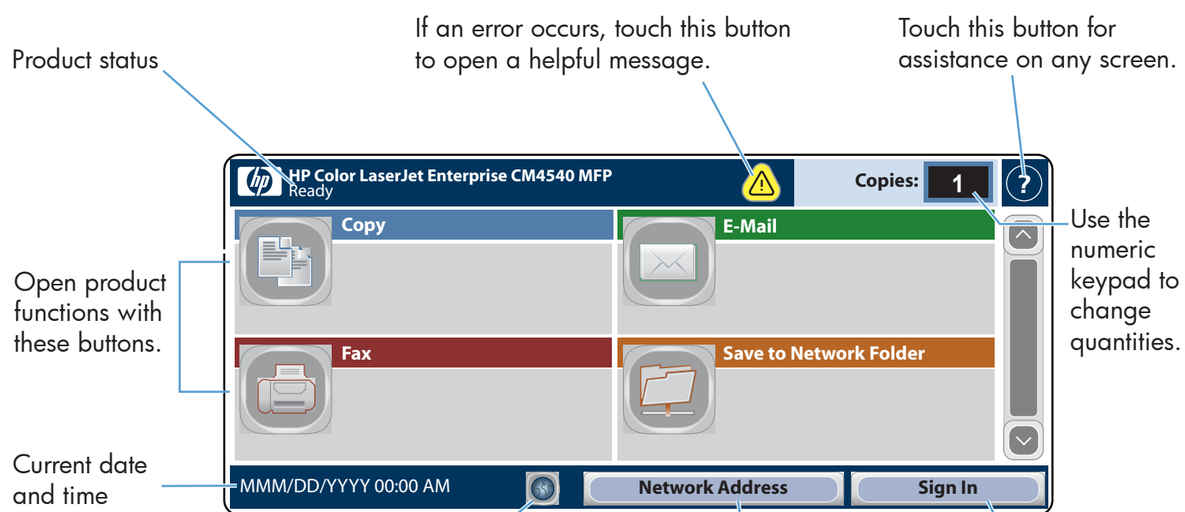
1. Hardware integration pocket for adding third-party devices
2. Touch screen graphical display
3. Brightness-adjustment button to adjust the display brightness
4. Numeric keypad
5. Sleep button. Puts the product into or out of Sleep mode
6. Reset button. Restores settings or returns to the Home screen
7. Stop button. Stops the active job and opens the job status screen
8. Start button. Begins copying, scanning, faxing, or resumes printing a job
9. Pause button. Inserts a required pause for a fax number
10. Attention light. Indicates the product has a condition that requires attention
11. Data light. Indicates the product is receiving or processing data
12. Ready light. Indicates the product is ready for a new job
13. Backspace button. Clears the active text or number field and returns values to the default settings
14. USB port for printing documents directly or saving scanned documents to a USB flash drive

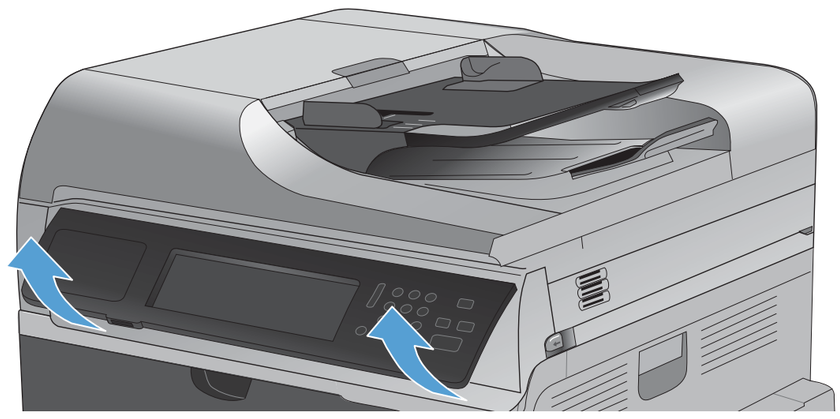
    Supported file types:

    Digital Send: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

    Scan to walk-up USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

    Print from walk-up USB: PDF, PS, print-ready files (.prn, .pcl)





Copy

Make copies from an original document.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Use the numeric keypad to change the number of copies.
3. Copies are color by default. For black and white copies touch **Copy** . Touch **Color/Black**. Touch **Black**. Touch **OK**.
4. To customize settings, touch **Copy** and then touch the individual options. Touch **More Options** to set other options.
5. Touch **Start** .
6. To return to the Home screen, touch the Home button in the upper left corner of the screen.

E-mail (if configured)

Send a document as an attachment to an e-mail.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **E-mail** .
3. Touch the **From:** text box to open the keyboard. Type your e-mail address.
4. Touch the **To:** text box to open the keyboard. Type the e-mail address.
5. Touch the **Subject:** text box to open the keyboard. Type the text.
   Touch **More Options** to set other options.
6. Touch **Start** .
7. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Fax (if available and configured)

Send a document to one or more fax numbers.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **Fax** .
3. Use the numeric keypad to enter fax numbers, or touch to select recipients.
   Touch to delete numbers.
   Touch to transfer a fax number to the Fax Recipients list.
4. Touch **More Options** to set other options.
5. Touch **Start** .
6. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Job Status

Check on active and completed jobs.

1. To view all current jobs, touch **Job Status** . The active tab displays all current Jobs/Users/Status information.
2. To view a specific job, touch the job name and touch **Details**.
3. To cancel a specific job, touch the job name and touch **Cancel Job**.
4. To view completed jobs, touch the **Job Log** tab.
5. To view a specific completed job, touch the job name and touch **Details**.
6. For a copy of the Job Log, touch **Print Log**.
7. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Save To Network Folder

Scan and save a document for future use.

Save To USB

Scan and save a document for future use.

Save To Device Memory

Scan and save a document for future use.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **Save To Network Folder** , **Save To USB** , or **Save To Device Memory** .
3. Select a folder for the file, and touch **OK**.
4. Touch **File Name** to open the keyboard, and then type the file name. Touch **OK**.
5. Touch **Start** .
6. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Open From USB

Select and print a document from a portable USB thumb drive.

Open From Device Memory

Select and print a stored job from the device memory.

1. Touch **Open From USB** or **Open From Device Memory** .
2. Select the folder where the document is saved, and touch **OK**.
3. If the job is private, enter the PIN.
4. Touch **Start** .
5. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Supplies

Check on the status of supplies.

1. Touch the name of any supply to see the current level.
2. To view a supply part number or the location of a supply, touch any supply line and then touch **Details**.
3. To return to the Home screen, touch the Home button in the upper left corner.

Trays

Check the status of the trays and configure the paper type and size.

1. Touch the tray number to view the current level.
2. To change the paper type or size, touch **Modify**.
3. To return to the Home screen, touch the Home button in the upper left corner.

Administration

Manage the product.

1. Touch Administration to open a group of menus where you can perform the following tasks:
   - Set default product behavior for most features.
   - Configure network settings.
   - View and print product reports.
   - Set the date and time.
   - Print pages that help you troubleshoot problems.
2. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Device Maintenance

Maintain the product.

1. Touch **Device Maintenance** to open up a group of menus where you can perform the following tasks:
   - Calibrate and clean the product.
   - Back up and restore product information.
2. To return to the Home screen, touch the Home button in the upper left corner of the screen.

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More Help

- Fax information: www.hp.com/go/MFPFaxAccessory500
- "Use My MFP" animations: www.hp.com/go/usemyMFP
- Print-quality diagnostics: www.hp.com/go/printquality/CLJCM4540MFP
- Product support: www.hp.com/support/CLJCM4540mfp