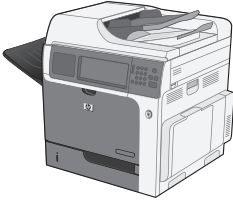


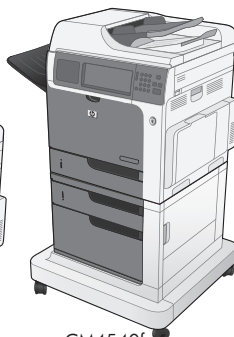


COLOR LASERJET ENTERPRISE CM4540

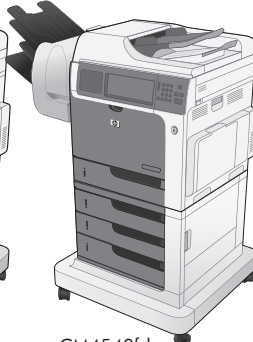
MFP SERIES



CM4540



CM4540f



CM4540fsk

Quick Reference Guide

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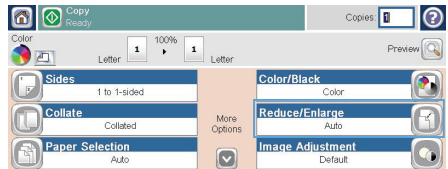
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Reduce or enlarge a copy image

1. From the Home screen, touch the **Copy** button.

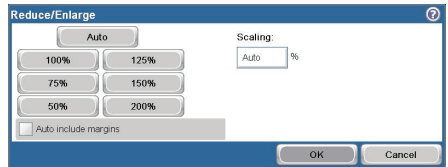


2. Touch the **Reduce/Enlarge** button.



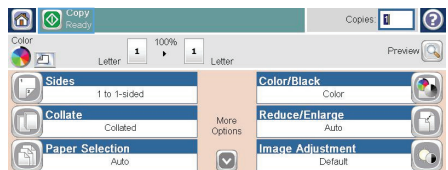
3. Select one of the predefined percentages, or touch the **Scaling** field and type a percentage between 25 and 400. Touch the **OK** button. You can also select these options:

- **Auto:** The product automatically scales the image to fit the paper size in the tray.
- **Auto Include Margins:** The product reduces the image slightly to fit the entire scanned image within the printable area on the page.




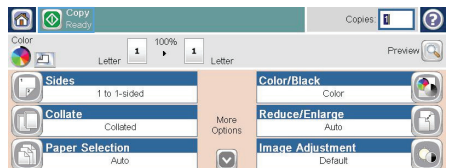
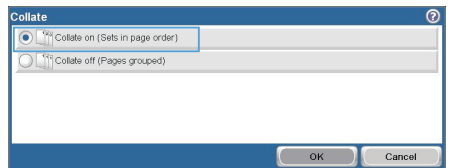
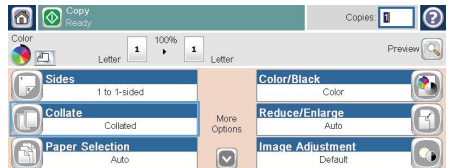
NOTE: To reduce the image, select a scaling percentage that is less than 100. To enlarge the image, select a scaling percentage that is greater than 100.

4. Touch the **Start** button.



Collate a copy job

1. From the Home screen, touch the **Copy** button.
2. Touch the **Collate** button or the **Staple/Collate** button.
3. Touch the **Collate on (Sets in page order)** option.
4. Touch the **Start**  button.

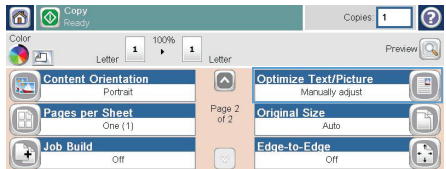


Optimize the copy image for text or pictures

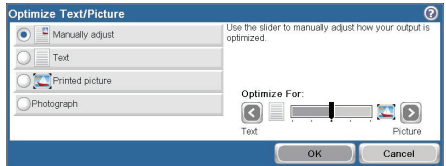
1. From the Home screen, touch the **Copy** button.



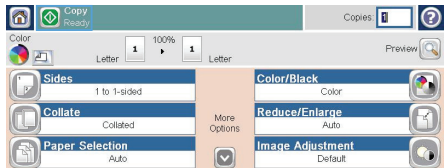
2. Touch the **More Options** button, and then touch the **Optimize Text/Picture** button.



3. Select one of the predefined options, or touch the **Manually adjust** button and then adjust the slider in the **Optimize For** area. Touch the **OK** button.

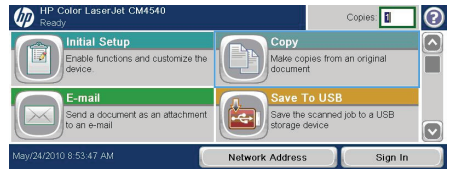


4. Touch the **Start** button.

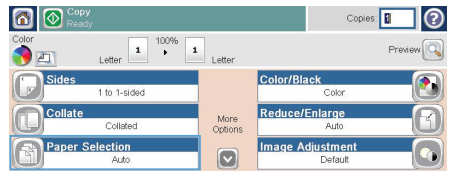


Set the paper size and type for copying on special paper

1. From the Home screen, touch the **Copy** button.



2. Touch the **Paper Selection** button.

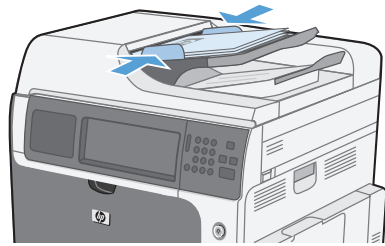


3. Select the tray that holds the paper that you want to use, and then touch the **OK** button.

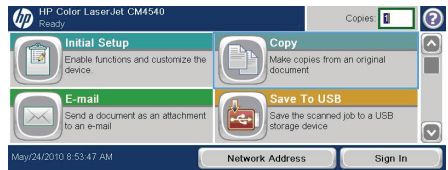


Copy on both sides (duplex)

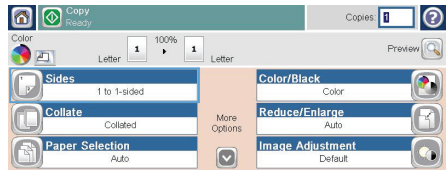
1. Load the original documents into the document feeder with the first page facing up, and with the top of the page leading.



2. On the control panel, touch the **Copy** button.



3. Touch the **Sides** button.



4. To make a two-sided copy from a one-sided original, touch the **1-sided original, 2-sided output** button.

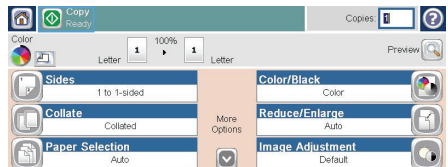
To make a two-sided copy from a two-sided original, touch the **2-sided original, 2-sided output** button.

To make a one-sided copy from a two-sided original, touch the **2-sided original, 1-sided output** button.

Touch the **OK** button.



5. Touch the **Start** button.



Send a scanned document to a network folder

The product can scan a file and save it in a folder on the network. The following operating systems support this feature:

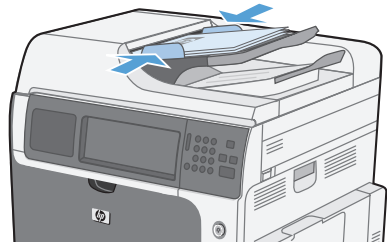
- Windows Server 2003, 64-bit
- Windows Server 2008, 64-bit
- Windows XP, 64-bit
- Windows Vista, 64-bit
- Windows 7, 64-bit
- Novell v5.1 and later (access to the [Quick Sets](#) folders only)



NOTE: You might be required to sign in to the product to use this feature.

The system administrator can use the HP Embedded Web Server to configure pre-defined [Quick Sets](#) folders, or you can provide the path to another network folder.

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

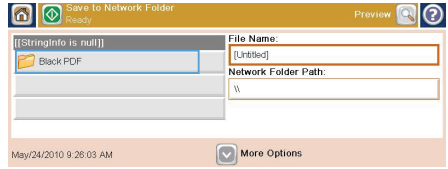


2. From the Home screen, touch the [Save to Network Folder](#) button.

NOTE: If prompted, type your user name and password.

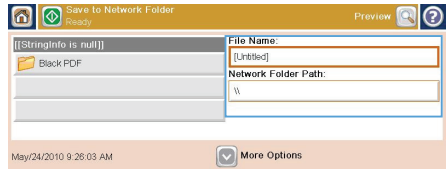


3. To use one of the preset job settings, select one of the items in the [Quick Sets](#) list.

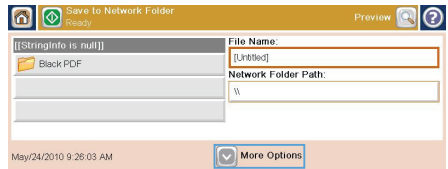


4. To set up a new job, type the name for the file in the [File Name](#) text field, and type the path to the network folder in the [Network Folder Path](#) field. Use this format for the path:

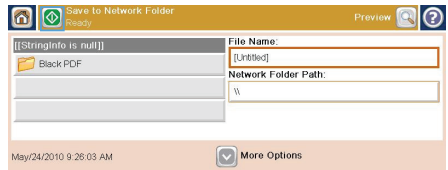
\\path\path



5. To configure settings for the document, touch the [More Options](#) button.



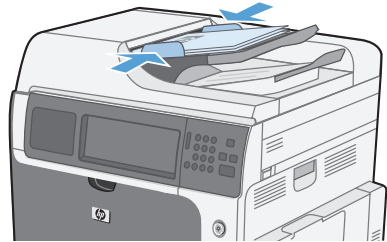
6. Touch the Start  button to save the file.



Send a scanned document to a folder in the product memory

Use this procedure to scan a document and save it on the product so you can print copies at any time.

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

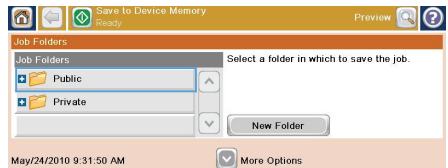


2. From the Home screen, touch the **Save to Device Memory** button.

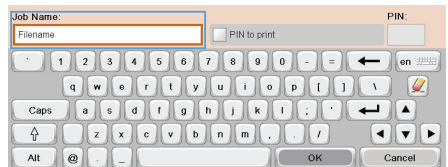
NOTE: If prompted, type your user name and password.



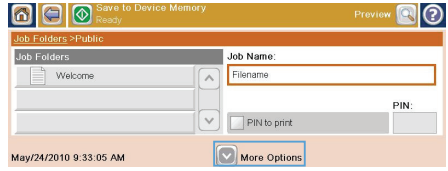
3. Select an existing folder, or touch the **New Folder** button to create a new folder.



4. Type the name for the file in the **File Name** text field.



- 5. To configure settings for the document, touch the **More Options** button.



- 6. Touch the Start button to save the file.



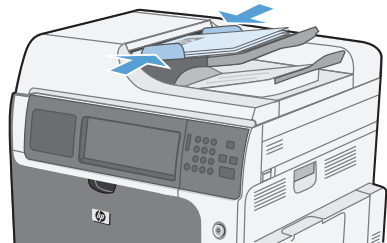
Send a scanned document to a USB flash drive

The product can scan a file and save it in a folder on a USB flash drive.



NOTE: You might be required to sign in to the product to use this feature.

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

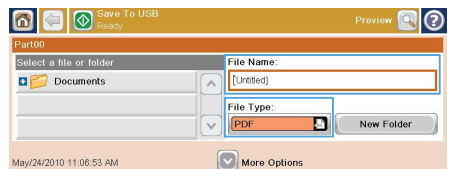
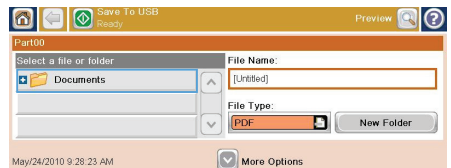


2. From the Home screen, touch the **Save to USB** button.

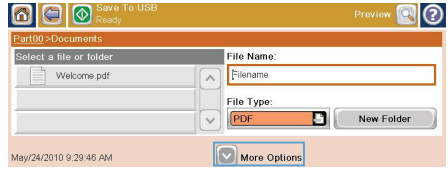
NOTE: If prompted, type your user name and password.

3. Select one of the folders in the list, or touch the **New Folder** button to create a new folder on the USB flash drive.

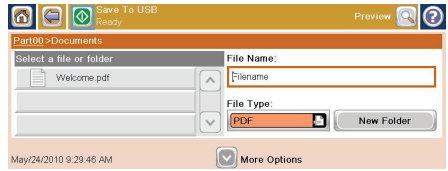
4. Type the name for the file in the **File Name** text field, and select the file type from the **File Type** drop-down list.



5. To configure settings for the document, touch the [More Options](#) button.

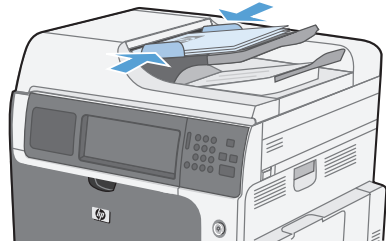


6. Touch the Start  button to save the file.



Send a scanned document to one or more e-mail addresses

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



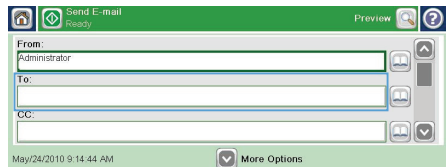
2. From the Home screen, touch the **E-mail** button.

NOTE: If prompted, type your user name and password.



3. Touch the text box next a field to open a keypad.

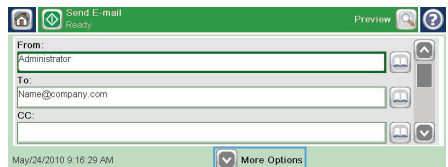
NOTE: If you are signed in to the product, your user name or other default information might appear in the **From** field. If so, you might not be able to change it.



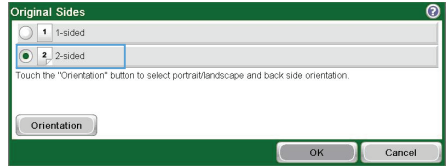
4. Type the appropriate information for the field. To send to multiple addresses, separate the addresses with a semicolon, or touch the Enter button on the touchscreen keypad after you type each address.



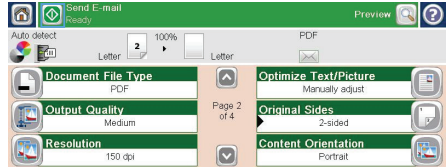
5. To change the settings for the document touch the **More Options** button.



6. If you are sending a two-sided document, select the **Original Sides** menu and select the **2-sided** option.

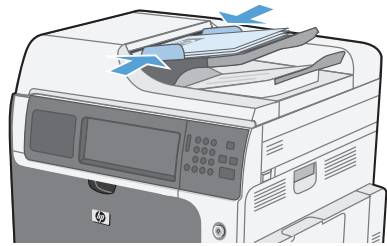


7. Touch the Start  button to begin sending.

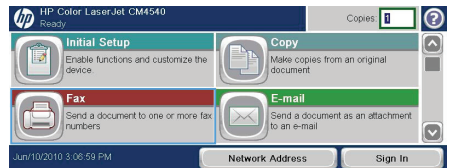


Send a fax by entering numbers manually

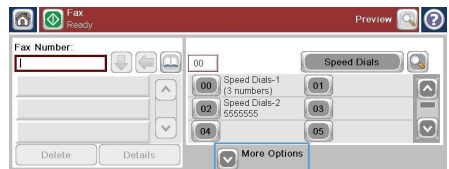
1. Place the document in the automatic document feeder (ADF) or on the scanner glass.



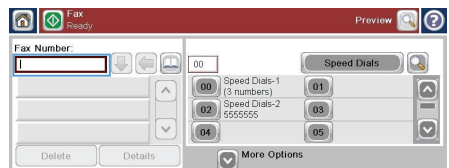
2. From the Home screen, touch the **Fax** button. You may be prompted to type a user name and password.



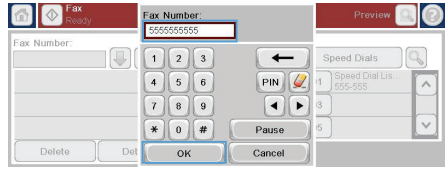
3. Touch the **More Options** button. Verify that the settings match those of your original. When all settings are completed, touch the up arrow to scroll to the main **Fax** screen.



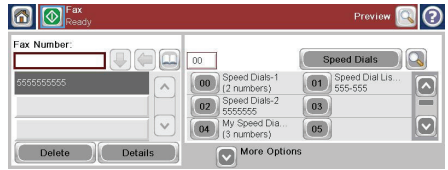
4. Touch the **Fax Number** box to open the keypad.



- Using the keypad, enter a phone number and then touch the **OK** button.





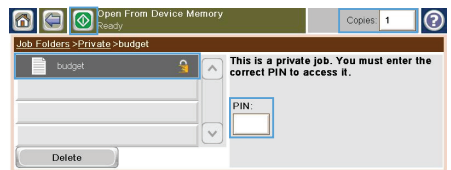
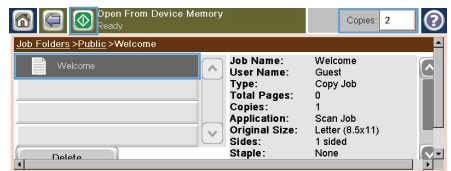
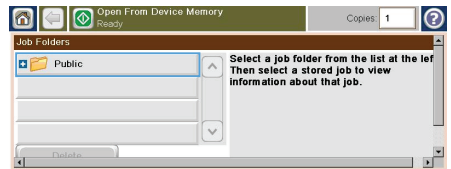
- Touch the **Start** icon to send the fax. You can either touch the **Start** icon on the touch screen or press the green **Start** button on the control panel.



Print a stored job

Use the following procedure to print a job that is stored in the product memory.

1. From the Home screen, touch the **Open from Device Memory** button.
2. Select the name of the folder where the job is stored.
3. Select the name of the job, adjust the number of copies, and then touch the Start  button to print the job.
4. If the job is locked, type the PIN in the **PIN** field, adjust the number of copies, and then touch the Start  button to print the job.



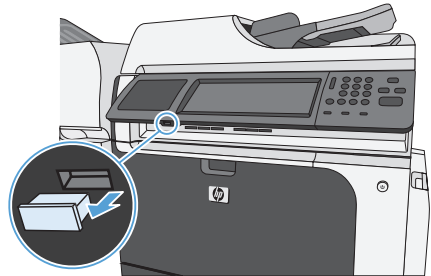
Walk-up USB printing

This product features walk-up USB printing, 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:

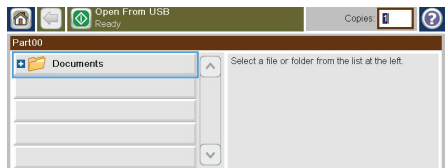
- .pdf
- .prn
- .pcl
- .ps
- .cht

1. Insert the USB storage accessory into the USB port on the front of the product.

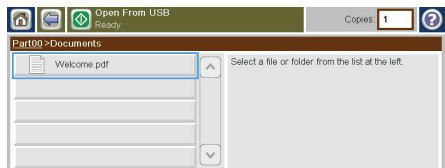
NOTE: You might need to remove the cover from the USB port



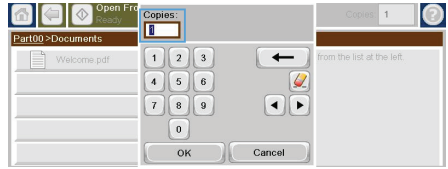
2. The **Open from USB** screen opens. Select a folder from the list on the left side of the screen.



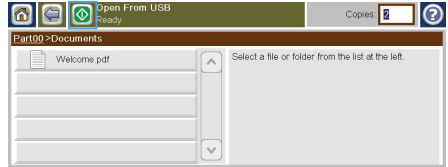
3. Select the name of the document that you want to print.



4. If you need to adjust the number of copies, touch the **Copies** field, and then use the keypad to select the number of copies.



5. Touch the **Start** button to print the document.



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Edition 1, 10/2010

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