



Quick Reference Guide

# Table of contents

Quick Refer	ence Guide	1
	Reduce or enlarge a copy image	2
	Collate a copy job	. 3
	Optimize the copy image for text or pictures	. 4
	Set the paper size and type for copying on special paper	5
	Copy on both sides (duplex)	. 6
	Send a scanned document to a network folder	. 7
	Send a scanned document to a folder in the product memory	9
	Send a scanned document to a USB flash drive	11
	Send a scanned document to one or more e-mail addresses	13
	Send a fax by entering numbers manually	15
	Print a stored job	17
	Walk-up USB printing	18

### Reduce or enlarge a copy image

- 1. From the Home screen, touch the Copy button.
- 2. Touch the Reduce/Enlarge button.

- 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.

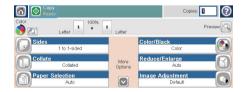
**NOTE:** To reduce the image, select a scaling percentage that is less than 100. To enlarge the image, select a scaling percentage that is greater than 100.

4. Touch the Start 💿 button.



Au	to	Scaling:
100%	125%	Auto %
75%	150%	
50%	200%	
to include ma	rains	

Default



## 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.

 Email
 Surf of a source tase and acutomize the bian e-mail
 Surf of a source tase and acutomize the bian e-mail

 May/24/2010 8.53.47 AM.
 Network Address
 Sign In

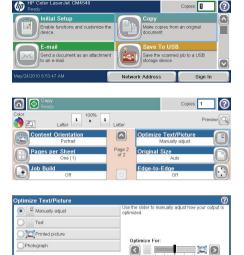
Copy Ready			Copies:	1 2
Color	Letter 100%	1 Letter		Preview
Sides	1 to 1-sided		Color/Black Color	
Collate	Collated	More Options	Reduce/Enlarge Auto	B
Paper Se	election Auto		Image Adjustment Default	

Collate		0
Collate on (Sets in page order)		
Collate off (Pages grouped)		
	ОК	Cancel
		Counter

Copy Ready			Copies:	I (?)
Color	atter 100%	1 Letter		Preview
Sides 1 t	to 1-sided		Color/Black Color	
Collate	Collated	More Options	Reduce/Enlarge Auto	-8
Paper Selec	ction Auto		Image Adjustment Default	

### 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.
- 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.



Ready				Copies:	1 0
Color	Letter 1	100% <b>1</b>	Letter		Preview
Sides	1 to 1-sided			Color/Black Color	
Collate	Collated		More Options	Reduce/Enlarge Auto	-8
Paper Se	ection Auto			Image Adjustment Default	

OK

Cancel

# 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.

- Copies: hp ? Initial Setur Enable fund nd customize ti -mail Send a document as an attacht to an e-mail Network Address Sign In Copies:  $\bigcirc$ 1 100% 1 0 Letter Lette Color/Bl Side 1 to 1-sideo Reduce/Enlarge More Options Image Adjustment Рар ction aper Selection 6 Automatically detect Tray 1: Any Type, Any Size Tray 2: Plain, Letter (8.5x11) ] Tray 3: Plain, Legal (8.5x14) 0
- Select the tray that holds the paper that you want to use, and then touch the OK button.

Cancel

OK

### Copy on both sides (duplex)

 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.

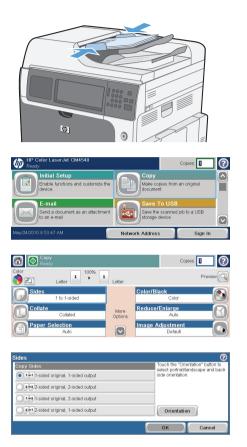
 To make a two-sided copy from a one-sided original, touch the 1-sided original, 2-sided output button.

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

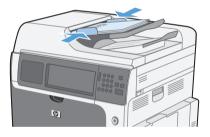
The product can scan a file and save it in a folder on the network. The following operating systems support this feature:

- 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.

 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 settingss, 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.

Save to Network Folder Ready	Preview 💽 🕐
[[StringInfo is null]]	File Name: [Untitled]
	Network Folder Path:
May/24/2010 9:26:03 AM	More Options

Save to Network Folder Ready	Preview 🔍 🧿
([StringInfo is null]]	File Name: [Unblise] Network Folder Path: W
May/24/2010 9:26:03 AM	More Options

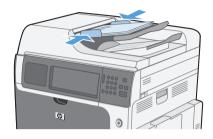
Save to Network Folder Ready	Preview  🧿
[[StringInfo is null]]	File Name: [Unbited]
Discrede	Network Folder Path:
May/24/2010 9:26:03 AM	More Options

Save to Network Folder Ready	Preview 🔍 🕗
[[StringInfo is null]]	File Name: [U-thiod] Network Folder Path: W
May/24/2010 9:26:03 AM	More Options

# 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.

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



 MP Color Laserski CM4510
 Cores

 Save to Network Folder
 Save to Network Folder

 Sind a socurat to a folder on the indexet
 Open From USB decision

 Save to Device Memory
 Save to Sacend (bb to this decision memory)

 Save to Sacend (bb to this decision memory)
 Open From Device Memory memory

 New the Sacend (bb to this decision memory)
 Open From Device Memory

 Network Address
 Sign In

Save to Device Ready	e Memory	Preview 💽 ?
Job Folders Job Folders		Select a folder in which to save the job.
Private	^	
		New Folder
May/24/2010 9:31:50 AM	Į	More Options

Job Name:			1		PIN:
Filename			PIN to pr	int	
	1 2 3 4	5 6	7 8 9	0 - =	- en ====
	<b>q w</b> e	r t y	)ui(	0 P [	1 🔪 🌽
Caps	as		h j k		
(	ZX	c v b			•••
Alt	0			ок	Cancel

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

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

- Select an existing folder, or touch the New Folder button to create a new folder.
- Type the name for the file in the File Name text field.

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

Ready	e Memory		Preview 💽 📿
<u>Job Folders</u> >Public Job Folders		Job Name:	
Welcome		Filename	
			PIN:
	×	PIN to print	
May/24/2010 9:33:05 AM		More Options	

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

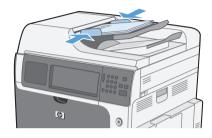
Save to Devic Ready	e Memory		Preview 💽 ?
Job Folders >Public			
Job Folders		Job Name:	
Welcome		Filename	
			PIN:
	$\sim$	PIN to print	
May/24/2010 9:33:05 AM	(	More Options	

#### 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.

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



 Email
 Save To USB

 Sensor
 Save To USB

Save To USB Ready		Preview 🔍 🕐
Part00 Select a file or folder		File Name:
Documents	<u></u>	[Untitled]
		PDF New Folder
May/24/2010 9:28:23 AM		More Options

Save To USB Ready			Preview 💽 📀
Part00			
Select a file or folder		File Name:	
Documents		[Untitled]	
	~	File Type:	New Folder
May/24/2010 11:06:53 AM		More Options	

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

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

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

Save To USB		Preview 💽 🕗
Part00 >Documents		
Select a file or folder		File Name:
Welcome.pdf		Filename
		File Type:
	×	PDF New Folder
May/24/2010 9:29:46 AM		More Options

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

Save To USB Ready		Preview 💽 🕐
Part00 >Documents		
Select a file or folder		File Name:
Welcome.pdf	^	Filename
	~	File Type: PDF New Folder
May/24/2010 9:29:46 AM	ſ	More Options

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

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

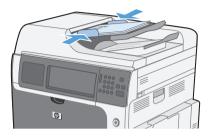
2. From the Home screen, touch the E-mail button.

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

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.









Send E-mail Ready	Preview 🔍 🕐
From: Administrator	
To:	
Name@company.com	
CC:	
May/24/2010 9:16:29 AM	More Options

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

Original Sides		0
1-sided		
2 2-sided		
Touch the "Orientation" but	on to select portrait/landscape and back side orientation.	
Orientation		
	ок	Cancel

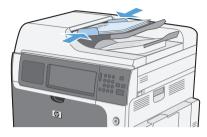
7. Touch the Start 💿 button to begin sending.

	nd E-mail ady		Preview	30
Auto detect	Letter 2 +	Letter	PDF	
Docum	PDF		Optimize Text/Picture Manually adjust	
Outpu	t Quality Medium	Page 2 of 4	Original Sides 2-sided	
Resolu	ition 150 dpi		Content Orientation Portrait	

### Send a fax by entering numbers manually

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

- From the Home screen, touch the Fax button. You may be prompted to type a user name and password.
- 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.
- Touch the Fax Number box to open the keypad.





Ready		Previe	- 💽 🕐
Fax Number:	00 Speed Dials-1 (3 numbers) 02 Speed Dials-2 5555555 04	Speed Dials 01 03 05	
Delete Details	More Options		

Ready		Preview 🔍 🔇	)
Fax Number:	00 Speed Dials-1 (3 numbers) 02 Speed Dials-2 S555555 04	Speed Dials	
Delete Details	More Option	15	

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

Ready	Fax Number: 555555555	j	Preview 🔍 🕐
Fax Number:	1 2 3 4 5 6 7 8 9		Speed Dials
Delete	* 0 #	Pause	5 🗸

 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.

Fax Ready			Preview 🔍	2
Fax Number:		00	Speed Dials	
6666655556		00 Speed Dials-1 (2 numbers)	01 Speed Dial Lis 555-555	
		02 Speed Dials-2 5555555	03	
		04 My Speed Dia (3 numbers)	05	<u>_</u>
Delete De	tails	More Option	าร	

#### 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.
- Select the name of the job, adjust the number of copies, and then touch the Start button to print the job.

P Color LaserJet CM4540 Ready	Copies: 🔝 😨
Save to Network Folder	Open From USB
network	device
Save to Device Memory	Open From Device Mem
device's memory	memory I will be denoted on the second of th
May/24/2010 8:33:32 AM	Network Address Sign In
🔞 🤄 💿 Open From Device Memory Ready	Copies: 1
Job Folders	
Public	Select a job folder from the list at the lef Then select a stored job to view information about that job.
Delete	) 
•	•
Deen From Device Memory Ready	Copies: 2
	Copies: 2
C C Ready	Job Name: Welcome User Name: Guest
Job Folders >Public >Welcome	Job Name: Welcome
Job Folders >Public >Welcome	Copies: 2
Job Folders >Public >Welcome	Job Name: Welcome User Name: Guest Type: CopyJob Total Pages: 0 Copies: 1 Application: Scan Job Original Size: Letter (6.5.11)
Constant Sector Se	Job Name: Welcome User Name: Guest Type: Copy Job Total Pages: 0 Copies: 1 Application: Scan Job
Image: Second	Job Name: Welcome User Name: Guest Type: Copy Job Copy Job Copy Job Application: Scan Job Original Size: Letter (8.8x1) Sides: 1 sided
dob Falders >Public >Welcome Uvelcome Uvelcome Uvelcome Uvelcome Uvelcome Uvelcome Uvelcome	Job Name: Welcome User Name: Goy Job Total Page: 0 Copies: 0 Copies: 1 Application: Scan Job Original Size: Letter (5.5x11) Silest: 1 30dd Silest: None
Image: Control of the second	Job Name: Welcome User Name: Guest Total Pages: Oopy Job Copies: 1 Application: Scan Job Original Size: Letter (8 Sx11) Sides: 1 sided Staple: None
Contraction of the second sec	Job Name: Welcome User Name: Goy Job Total Page: 0 Copies: 0 Copies: 1 Application: Scan Job Original Size: Letter (5.5x11) Silest: 1 30dd Silest: None

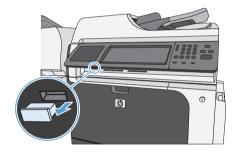
Delete

### 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.

ENWW

Constant Con		Copies: 👔 🕐
Part00 Documents	^	Select a file or folder from the list at the left.
	~	
Open From USB Ready		Copies: 1
Part00 >Documents		Select a file or folder from the list at the left.

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

Part00 >Documents	Copies:		Copies 1
Welcome.pdf	123	-	from the list at the left.
	789		
	ОК	Cancel	

10

Deen From USB Ready	Copies:
Part00 >Documents	
Welcome.pdf	Select a file or folder from the list at th

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

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