HP CM8060/CM8050 Color MFP with Edgeline Technology
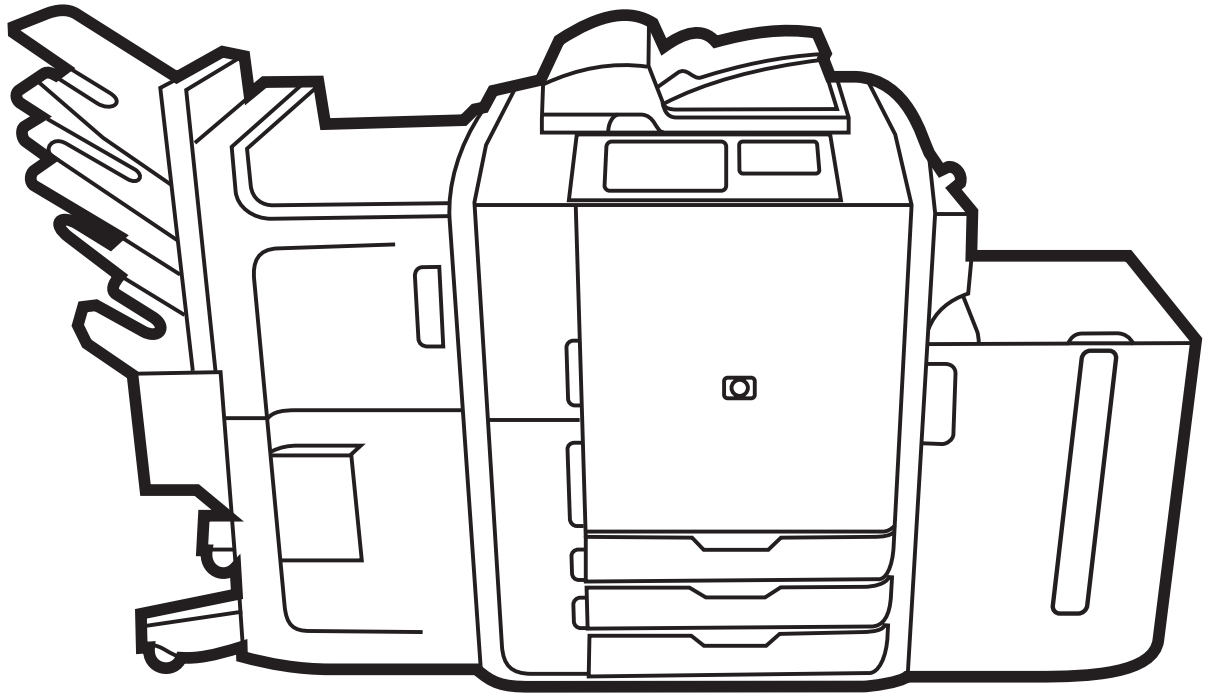
User Guide

HP CM8060/CM8050 Color MFP with Edgeline Technology
User Guide

Trademark Credits

Windows® is a U.S. registered trademark of
Microsoft Corporation.

Safety information

Always follow basic safety precautions when
using the device to reduce risk of injury from
fire or electric shock.

Observe all warnings and instructions
marked on the device.

 Warning! Risk of injury from
moving parts. Do not reach into the stapler.
Do not reach below moving trays.

Table of contents

1 Device basics

This chapter contains information about the following topics:

⚠ **WARNING!** To avoid injury, do not touch moving parts. Do not reach into the device except to clear jams, to replace ink cartridges, or to add or remove paper.

Conventions used in this guide

Throughout this guide, several tips, notes, cautions, and warnings alert you about important information.

☼ **TIP:** Tips provide helpful hints or shortcuts.

✎ **NOTE:** Notes provide important information to explain a concept or to complete a task.

△ **CAUTION:** Cautions indicate procedures that you should follow to avoid losing data or damaging the device.

⚠ **WARNING!** Warnings alert you to specific procedures that you should follow to avoid personal injury, catastrophic loss of data, or extensive damage to the device.

Product walkaround

Before using the device, familiarize yourself with its major components.

Front view
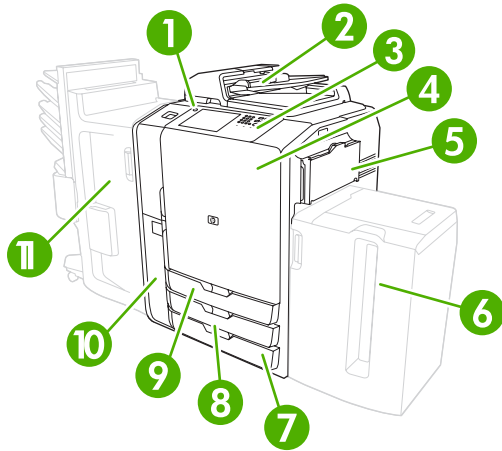
1	On/off button
2	Document feeder
3	Control panel
4	Front door
5	Tray 1 (manual feed; holds 80 sheets of standard paper)
6	Tray 5 (optional high-capacity tray; holds 4,000 sheets of standard paper)
7	Tray 4 (holds 500 sheets of standard paper)
8	Tray 3 (holds 500 sheets of standard paper)
9	Tray 2 (holds 500 sheets of standard paper)
10	Ink cartridge door
11	Optional finisher

Back view (right side)
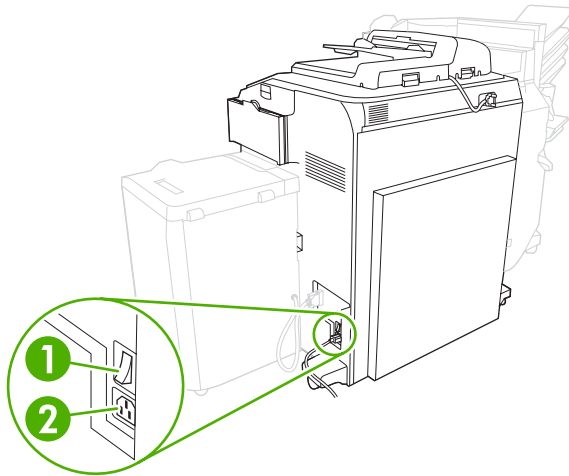
1	Master power switch
2	Power connection

⚠ **WARNING!** Do not use the master power switch or unplug the device unless you have already turned the device off by using the on/off button on the control panel. If you use the master power switch to turn off the device, wait for the amber LED to turn dark before you turn the switch on again.

Back view (left side)

The following figure shows the interface ports for the device.
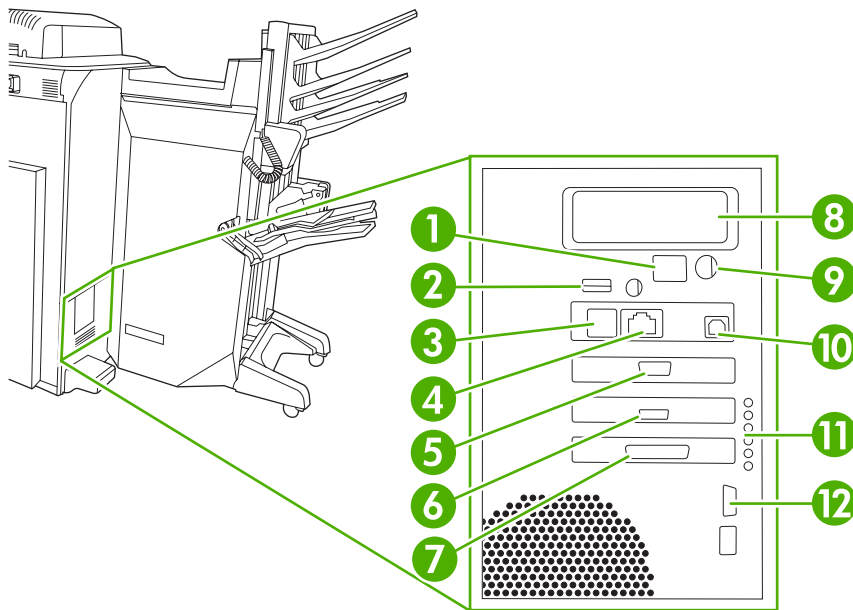
1	Boot Codes LCD monitor (for service use only)
2	Host USB (for connecting an accessory to the device)
3	Fax (RJ-11) (covered with label)
4	Embedded LAN (RJ-45) (no telecommunication connections)
5	CAN Interface (Finisher)
6	Engine Interface (PCI Express)
7	Scanner Interface
8	EIO Slot
9	FIH (Foreign Interface Harness)
10	Device USB (for connecting the device to a computer)
11	Status LEDs for (service use only)
12	Engine Power Control (Serial)

Single output bin
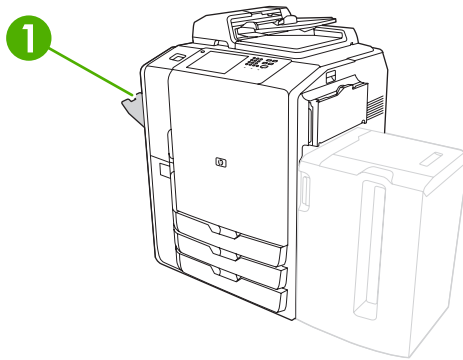
1	Single output bin

Optional finishers

By default, when an optional finisher is installed, all copy jobs are sent to Output Bin 1, print jobs are sent to Output Bin 2, and fax jobs are sent to Output Bin 3. The system administrator can change these default settings.

Optional HP 4-Bin Job Separator
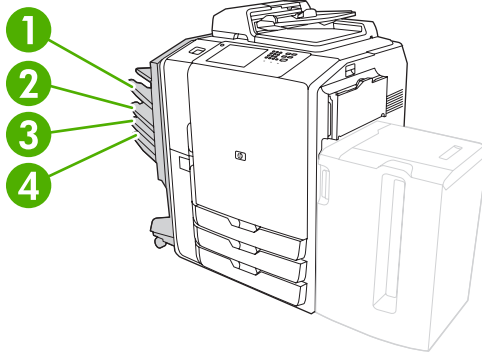
1	Output Bin 1 (Copy jobs)
2	Output Bin 2 (Print jobs)
3	Output Bin 3 (Fax jobs)
4	Output Bin 4

Optional HP Multifunction Finisher
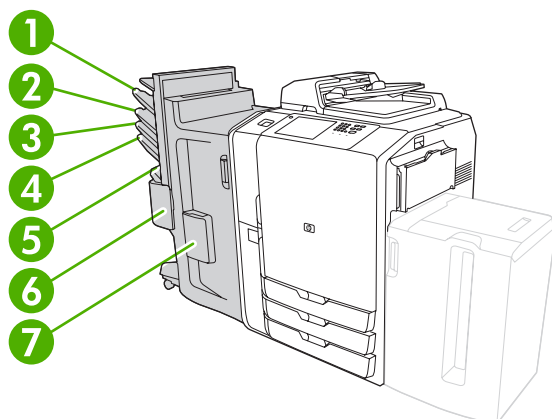
1	Output Bin 1 (Copy jobs)
2	Output Bin 2 (Print jobs)
3	Output Bin 3 (Fax jobs)
4	Output Bin 4
5	Output Bin 5 (all stapled jobs are delivered to Output Bin 5)
6	Stapler 2
7	Stapler 1

Turn the device on and off

To turn the device on and off, press the on/off button on the device control panel.
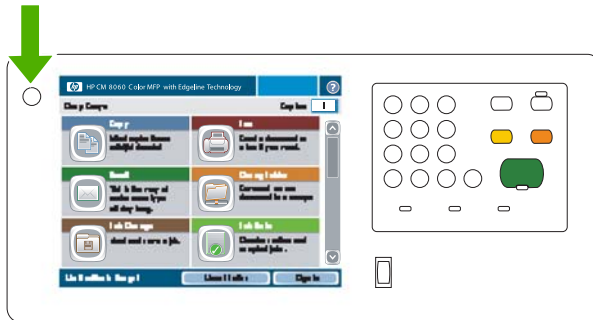
WARNING! Do not use the master power switch or unplug the device unless you have already turned the device off by using the on/off button on the control panel.

Use the control panel

The control panel has a full-color VGA touchscreen that provides easy access to all device functions. Use the buttons and numeric keypad to control jobs and the device status. The LED lights indicate overall device status.

Control-panel layout
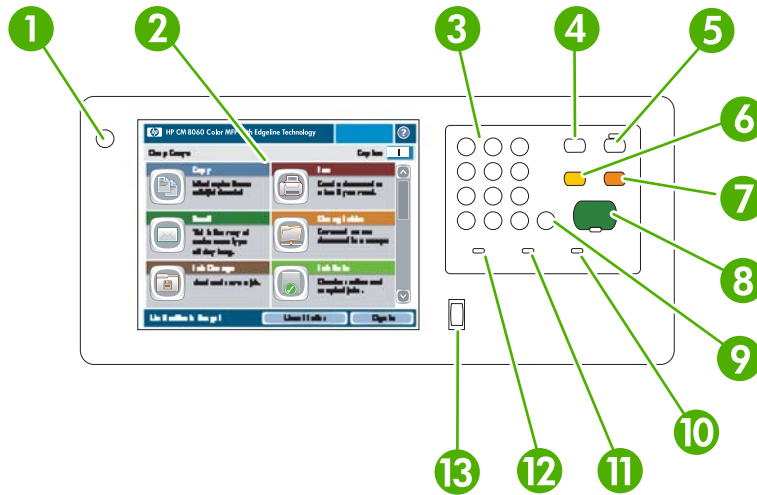
1	On/off button	Turn the device on and off.
2	Touchscreen	Select and use all device features.
3	Numeric keypad	Specify the quantity for copies and other numeric information.
4	Interrupt button	Pause the device so you can insert a new job into the queue for immediate printing.
5	Sleep button	Put the device into a low-power, Sleep mode to save energy. If the device is already in Sleep mode, the light next to the button is lit amber. Press Sleep to return to the ready mode.
6	Reset button	Restore all the device settings to the default values, and return to the Home screen. Press this button to sign out if you are signed in. This button will also resume the device if it is paused.
7	Stop button	Halt the current job. The job status screen opens. If it was processing a scan job, the job is immediately canceled. Touch **OK** to continue.
8	Start button	Begin copying, scanning, printing a stored job, or resume printing a job that has been interrupted.
9	Clear button	Clear the active number or text field, or return it to the default value.
10	Attention light	Indicates that the device has a condition that requires intervention. Examples include an empty paper tray or an error message on the touchscreen.
11	Data light	Indicates that the device is receiving data.
12	Ready light	Indicates that the device is ready to begin processing any job.
13	Brightness-adjustment dial	Controls the background lighting of the touchscreen.

Home screen

The Home screen provides access to the device features, and it indicates the current status of the device.

NOTE: Depending on how the system administrator has configured the device, the features that appear on the Home screen can vary. To use some features, you might need to sign in.

1	Device status line	Provides information about the overall device status. Various buttons appear in this area, depending on the current status. For a description of the buttons that can appear on the touchscreen, see Buttons on the touchscreen on page 12.
2	Features	Depending on how the system administrator has configured the device, the features that appear in this area can include any of the following items:
		● **Copy**
		● **Fax**
		● **E-mail**
		● **Network Folder**
		● **Job Storage**
		● **Job Status**
		● **Supplies Status**
		● **Administration**
		● **Service**
		You might need to scroll to see all the features.
3	Help button	Open the built-in Help system. You can search for information by using the Help menu, or you can search by keyword. See Control-panel Help system on page 12.
4	Copy count	Indicates the number of copies that the device is set to make. To change the copy count, touch the box to open a virtual keypad, or use the numeric keypad on the control panel.
5	Scroll bar	Touch the up or down arrows on the scroll bar to see the complete list of available features.

6	Sign In or Sign Out	You might be required to sign in to use features for which the system administrator has controlled access. These features have a lock symbol ( ) next to them. Depending on your permissions, if you have signed in, you still might not have access to some features.
		NOTE: The lock symbol appears after you have signed in. The device administrator can access all of the device features, except the Service menu.
		Touch Sign In to open a virtual keyboard so you can type your user name and password, or type your access code. After you sign in, the name of this button changes to Sign Out.
7	Network Address	Find information to connect the device to the network or to install a printer driver.
8	Date and time	The current date and time appear here. The system administrator can select the format that the device uses to show the date and time, for example: 12-hour format or 24-hour format.

Buttons on the touchscreen

Various buttons can appear on the touchscreen.

	Home button. Touch this button to go to the Home screen from any other screen.
	Start button. Touch this button to begin the action for the feature that you are using. **NOTE:** The name of this button changes for each feature. For example, in the Copy feature, the button is named Start Copy.
	Information button. This button appears when two or more settings are in conflict. Touch the button to learn how to resolve the conflict.
	Error button. This button appears whenever the device has an error that requires attention before it can continue. Touch this button to see a message that describes the error. The message also has instructions for solving the problem.
	Warning button. This button appears when the device has a problem but can continue functioning. Touch the warning button to see a message that describes the problem. The message also has instructions for solving the problem.
	Help button. Touch this button to open the built-in online Help system. For more information, see Control-panel Help system on page 12.

Control-panel Help system

The device has a built-in Help system that explains how to use each screen. To open the Help system, touch the Help button ( ) in the upper-right corner of the screen.

For some screens, the Help opens to a global menu where you can search for specific topics. You can browse through the menu structure by touching the buttons in the menu. You can also search for information by using a keyword. Touch Index and then type a keyword.

For screens that contain settings for individual jobs, the Help opens to a topic that explains the options for that screen.

If the device alerts you of an error or warning, touch the error ( ) or warning ( ) button to open a message that describes the problem. The message also contains instructions to help solve the problem.

Supported paper

The device produces high-quality documents in the fastest possible time when you follow these guidelines:

- The device is designed to work with a broad range of plain papers for general-office use. For optimum performance, use paper from the list of recommended papers.

- Always configure the tray for the correct paper type, and select the correct type from the printer driver.

Before using any paper, verify that it is of good quality and is free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, curls, or bent corners.

Recommended paper

The paper types that are listed in this section have been tested and are known to work with the device. These paper types are divided into three categories:

- HP-brand tested and qualified papers. Use these paper types for the best results. Some of these papers have been specially formulated for use with this device.

- HP-brand papers that are not specifically optimized for this device. These papers work with the device, but the results might be of lesser quality than when using the tested and qualified papers.

- Certain non-HP brand papers. These paper types produce satisfactory print quality.

NOTE: Because HP cannot control paper formulations for these non-HP papers, future results might not match past testing.

HP-brand paper is available at www.hpshopping.com or from local office-supplies retailers.

CAUTION: Using paper or other print media that does not meet HP specifications might cause problems that require repair. This repair is not covered by the HP warranty or service agreements.

The device does not support envelopes or transparencies.

Table 1-1 Supported brands of paper for this device

HP-brand tested and qualified papers	HP-brand supported papers (not optimized for this device)	Tested non-HP papers
Plain paper	HP All-In-One Paper	**North America**
HP Office	HP Everyday Copy & Print Paper	Boise X9
HP Multipurpose	HP LaserJet Paper	Domtar Copy Paper
HP Printing Paper	HP Color Laser Paper	GP Spectrum DP Copy
HP Copy Paper	HP Advanced Paper	GP Copy Paper
HP Office Paper LG	HP Office Recycled Paper	IP HammerMill Fore MP
Brochure paper	HP Inkjet Paper	IP Great White Copy Paper
HP Edgeline Glossy, 180 g/m^2	HP Color Inkjet Paper	Wausau Exact Multipurpose
HP Premium Presentation Matte	HP Bright White	Weyerhauser Husky Xerocopy
HP Brochure and Flyer Paper Matte	HP Premium Choice	Xerox 4200

Table 1-1 Supported brands of paper for this device (continued)

HP-brand tested and qualified papers	HP-brand supported papers (not optimized for this device)	Tested non-HP papers
Speciality paper		**Outside North America**
HP Office Paper - Prepunched		Clairealfa White
HP Labels		IP Rey Office
		IP Duo Colourcopy
		Mondi IQ Economy
		M-Real Data Copy
		Portucel Navigator Universal
		Stora-Enso Multicopy
		UPM Office copy/print
		Xerox Premier
		Reflex Pure White

Guidelines for using specialty papers

Table 1-2 Guidelines for specialty papers

Paper type	Guidelines
Labels	Load labels only in Tray 1. Load labels with the front side facing down.
	Labels should lie flat with no more than 13 mm (0.5 inch) of curl in any direction.
	Use only full sheets of labels. If sheets have spaces between the labels, labels can peel off, which can cause jams that are difficult to remove.
	Do not use labels that have wrinkles, bubbles, or that are peeling off the backing paper.
Cardstock	Load heavier cardstock, up to 220 g/m² (80 lb cover) cardstock, only in Tray 1.
	Cardstock up to 180 g/m² (67 lb cover) can be loaded in any tray.
	Cardstock should have a smoothness rating of 100 to 180 Sheffield.
	Cardstock should lie flat with no more than 13 mm (0.5 inch) of curl in any direction.
	Do not use cardstock that is wrinkled, nicked, or otherwise damaged.
HP Edgeline Glossy	Load HP Edgeline Glossy paper only in Tray 1.
	Fan the stack of paper before placing the sheets in the tray. This helps prevent the sheets from sticking together.
Transparencies	The device does not support transparencies. Do not try to print on them.
Envelopes	The device does not support envelopes. Do not try to print on them.

Recommended paper for specific types of documents

The device supports many types of paper. Use the information in the following table to select a type of paper for specific types of documents.

Table 1-3 Recommended papers for document types

Document type	Recommended paper	Type of finish
General office copying and printing	HP Office	Matte
	HP Office LG (long grain)	
Color document	HP Bright White	Matte
Photographs, images, business plans, brochures, sales flyers, catalogs, covers, postcards, signs, maps, restaurant menus	HP Edgeline Glossy, 180 g/m²	Glossy
Correspondence	HP Office	Matte
	HP Office LG (long grain)	
Letterhead	HP Bright White	Matte
Report	HP Premium Presentation Matte	Coated Matte
	HP Brochure and Flyer Paper Matte	
Proposal	HP Bright White	Matte
Newsletter	HP Bright White	Matte
Training manual	HP Office	Matte
	HP Office LG (long grain)	
	HP Office (prepunched)	
User manual	HP Office	Matte
	HP Office LG (long grain)	
	HP Office (prepunched)	

Supported paper types for each tray

When you select a paper type, you are instructing the device to use a group of predefined settings to create the best possible print quality for that type of paper.

⚠ **CAUTION:** Selecting a paper type that does not match the type of paper that is loaded in the tray can damage the device.

Table 1-4 Supported paper types for each tray

Paper type that is listed in the printer driver or on the control panel	Description	Tray 1	Trays 2, 3, and 4	Tray 5
Plain	Plain, uncoated paper that is less than 150 g/m² (40 lb bond)	X	X	X
HP Matte Premium 120g	Use only for HP Premium Presentation Matte Paper, 120 g/m²	X		
HP Matte Brochure 180g	Use only for HP Brochure and Flyer Paper Matte, 180 g/m²	X		
HP Matte Cover 200g	Use only for this HP-brand paper.	X		
HP Glossy Edgeline 180g	Use only for HP Glossy for Edgeline Paper, 180 g/m²	X		
Cardstock	Plain, uncoated paper that is from 160 to 220 g/m² (60 to 80 lb cover)	X		
Cardstock	Plain, uncoated paper that is from 160 to 180 g/m² (60 to 67 lb cover)	X	X	X
Matte	Plain, uncoated paper. **A3 or 11x17 inch paper must be long-grain.**	X	X	X
Matte Brochure	Plain, uncoated paper. **A3 or 11x17 inch paper must be long-grain.**	X	X	X
Matte Cover	Plain, uncoated paper that is from 160 to 220 g/m² (60 to 80 lb cover)	X		
Labels	Uncoated, non-glossy labels	X		
Letterhead	Fine, uncoated paper that is less than 150 g/m² (40 lb bond)	X	X	X
Preprinted	Plain, uncoated paper that is less than 150 g/m² (40 lb bond)	X	X	X
Prepunched	Letter (3-hole) or A4 (2- or 4-hole) size paper that is less than 150 g/m² (40 lb bond)	X	X	X
Colored	Plain, uncoated paper that is less than 150 g/m² (40 lb bond)	X	X	X

Table 1-4 Supported paper types for each tray (continued)

Paper type that is listed in the printer driver or on the control panel	Description	Tray 1	Trays 2, 3, and 4	Tray 5
Bond	Fine, uncoated paper that is less than 150 g/m² (40 lb bond)	X	X	X
Recycled	Plain, uncoated paper that is less than 150 g/m² (40 lb bond)	X	X	X

Supported paper sizes for each tray

Standard paper sizes are marked in the trays. To use a custom paper size, use Tray 1.

Table 1-5 Supported paper sizes for each tray

Size	Dimensions	Tray 1	Trays 2, 3, and 4	Tray 5
Letter	216 x 280 mm 8.5 x 11 inches	X	X	X
Legal	216 x 356 mm 8.5 x 14 inches	X	X	
Executive	184 x 267 mm 7.25 x 10.5 inches	X	X	
Statement	140 x 216 mm 5.5 x 8.5 inches	X	X	
8.5 x 13	216 x 330 mm 8.5 x 13 inches	X	X	
11 x 17	280 x 432 mm 11 x 17 inches	X	X	
12 x 18	305 x 457 mm 12 x 18 inches	X		
4 x 6	102 x 152 mm 4 x 6 inches	X		
5 x 7	127 x 178 mm 5 x 7 inches	X		
5 x 8	127 x 203 mm 5 x 8 inches	X		
A3	297 x 420 mm 11.69 x 16.54 inches	X	X	
A4	210 x 297 mm 8.27 x 11.69 inches	X	X	X

Table 1-5 Supported paper sizes for each tray (continued)

Size	Dimensions	Tray 1	Trays 2, 3, and 4	Tray 5
A5	148 x 210 mm 5.83 x 8.27 inches	X	X	
RA3	305 x 430 mm 12.01 x 16.93 inches	X		
RA4	215 x 305 mm 8.46 x 12.01 inches	X		
SRA4	225 x 320 mm 8.86 x 12.6 inches	X		
B4 (JIS)	257 x 364 mm 10.12 x 14.33 inches	X	X	
B5 (JIS)	182 x 257 mm 7.17 x 10.12 inches	X	X	
B6 (JIS)	128 x 182 mm 5.04 x 7.17 inches	X		
8K	273 x 394 mm 10.75 x 15.5 inches	X		
16K	197 x 273 mm 7.75 x 10.75 inches	X		
Custom	Minimum: 102 x 152 mm (4 x 6 inches) Maximum: 320 x 457 mm (12.6 x 18 inches)	X		

Capacity of each tray and bin

To avoid jams and print-quality problems, load the trays with the correct amount of paper. Load complete reams at one time.

Remove paper from the output bins when they are full.

Table 1-6 Capacity of each tray and bin

Tray or bin	Capacity	Weight
Scanner glass	One sheet of paper, up to 305 x 445 mm (12 x 17.1 inches) Maximum scanning area is 297 x 433 mm (11.7 x 17.0 inches)	Any weight of paper Objects, such as books, up to 50 mm (1.97 inches) high
Document feeder	100 sheets of paper, 75 g/m^2 (20 lb bond)	60 to 135 g/m^2 (16 to 36 lb bond)
Tray 1	80 sheets of paper, 75 g/m^2 (20 lb bond)	60 to 220 g/m^2 (16 to 58 lb bond)
Trays 2, 3, and 4	500 sheets of paper, 75 g/m^2 (20 lb bond)	60 to 180 g/m^2 (16 to 48 lb bond)
Tray 5	4,000 sheets of paper, 75 g/m^2 (20 lb bond) Letter or A4 size only	60 to 180 g/m^2 (16 to 48 lb bond)
Single output bin	250 sheets of paper, 75 g/m^2 (20 lb bond)	60 to 220 g/m^2 (16 to 58 lb bond)
HP Multifunction Finisher	Output Bins 1 and 2: 400 sheets Output Bins 3 and 4: 200 sheets Output Bin 5: 2,500 sheets	60 to 220 g/m^2 (16 to 58 lb bond)
HP 4-Bin Job Separator	Output Bins 1 and 2: 400 sheets Output Bins 3 and 4: 200 sheets	60 to 220 g/m^2 (16 to 58 lb bond)

Supported paper sizes for each bin

Table 1-7 Supported paper sizes for each bin

| Bin	Length	Width
Output Bins 1, 2, 3, and 4	457 to 152 mm (18 to 6 inches)	320 to 102 mm (12.6 to 4 inches)
Output Bin 5 (HP Multifunction Finisher only)	432 to 230 mm (17 to 9.1 inches)	297 to 182 mm (11.7 to 7.2 inches)

Load trays

Labels on each tray indicate the correct way to load paper. Each time you load paper into a tray, the device prompts you to configure the tray for the paper size and type. Always set the paper size and type to get the best performance from the device.
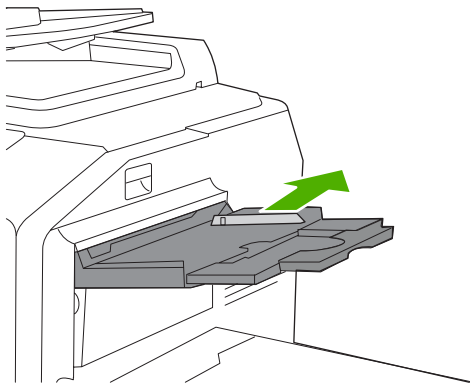
Load Tray 1 (manual feed tray)

Load standard or custom-sized paper into this tray. It holds up to 80 sheets of 75 g/m^2 (20 lb bond) paper. Also use this tray for heavier paper, such as cardstock, HP Edgeline Glossy, or brochure papers.
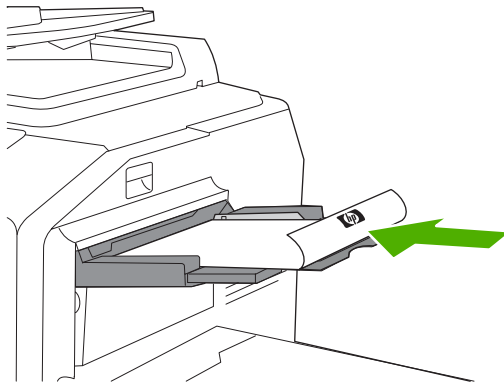
1. Slide the tray support up, pull it out, and then pull out the extension.
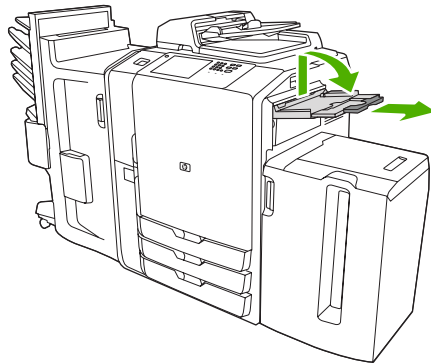
2. Move the guide outward.

3. Load the paper. Always load the paper with the short edge first.

- Load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

    NOTE: For duplex printing, load letterhead or preprinted paper with the printed side facing-up and the top edge feeding first.

- Load prepunched paper with the side that has holes toward the front of the device.

- Load labels with the front side facing down.

- When loading HP Edgeline Glossy paper, fan the paper stack to separate the sheets before placing them in the tray. This helps prevent the sheets from sticking together.

4. Adjust the guide so that it touches the paper.
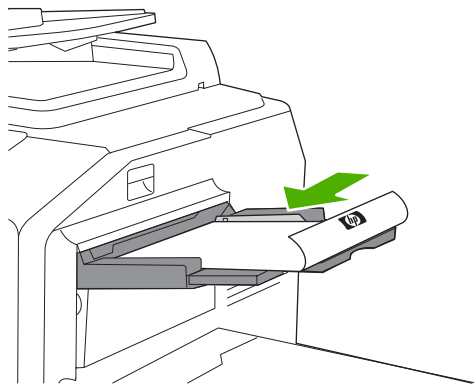
5. Configure the tray for the type and size of paper.

    a. From the Home screen, touch Supplies Status.

    b. Touch the Trays tab.

    c. If the size and type that are listed for the tray are not correct, touch the name of the tray, and then touch Modify.

    d. Select the correct paper size and type, and then touch OK.

        -or-
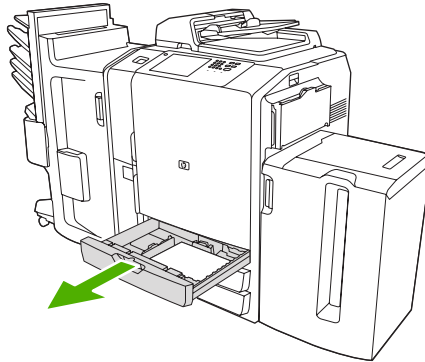
If you are loading a custom paper size, touch Custom. Type the dimensions of the paper, and then touch OK to return to the Modify Tray screen.
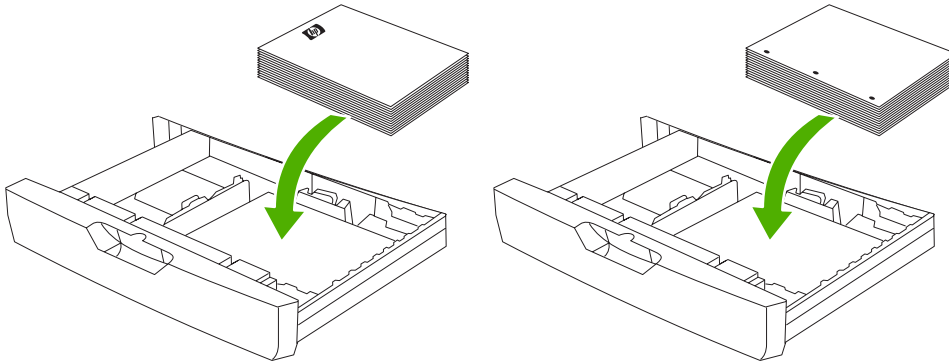
e. Touch OK to save the settings.

Load Trays 2, 3, and 4

Trays 2, 3, and 4 hold many standard sizes and types of paper. Each tray holds up to 500 sheets of 75 g/m^2 (20 lb bond) paper.

1. Open Tray 2, 3, or 4.

2. Load the paper, whole reams at a time. Always place the long edge along the front side of the tray.

- Load letterhead or preprinted paper with the printed side face-up and the top edge to the left.
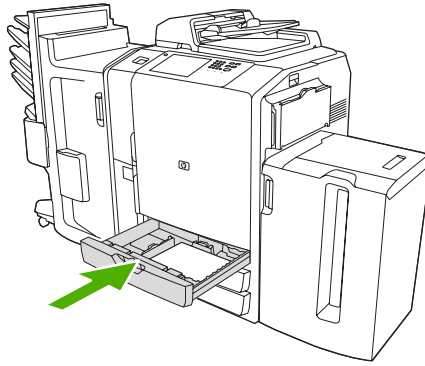
   NOTE: For duplex printing, load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

- Load prepunched paper with the edge that has the holes along the front side of the tray.

3. Adjust both guides so that they click into the position that is marked for the paper size.
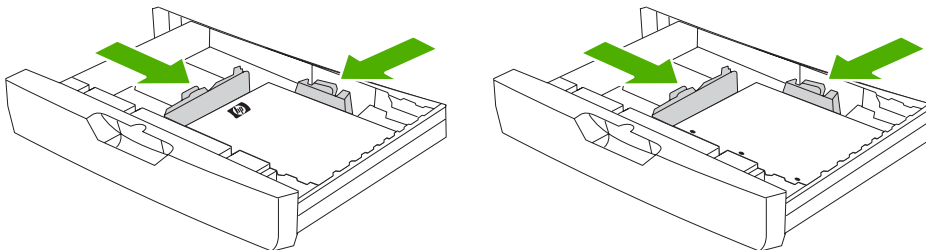
4. Slide the tray into the device.

5. Configure the tray for the type of paper by responding to the pop-up message that appears on the touchscreen when you close the tray. Or, follow these steps:

    a. From the Home screen, touch Supplies Status.

    b. Touch the Trays tab.

    c. If the type that is listed for the tray is not correct, touch the name of the tray, and then touch Modify.

    d. Select the correct paper type, and then touch OK.

Load Tray 5

This tray is preconfigured to hold up to 4,000 sheets (8 reams) of either Letter-size or A4-size paper. You cannot change this size setting.

1. Open the Tray 5 top door, and load the paper. Load whole reams at a time. The tray lowers itself as you load more paper.

   ● Load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

   NOTE: For duplex printing, load letterhead or preprinted paper with the printed side facing-up and the top edge feeding first.

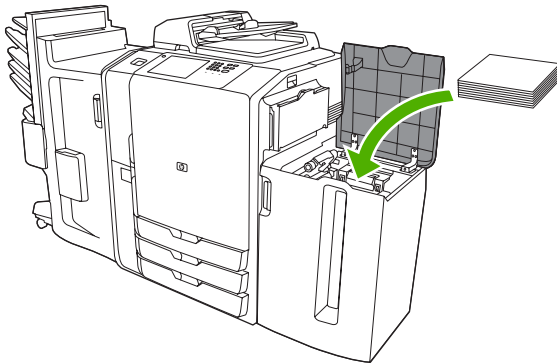   ● Load prepunched paper with the side that has holes toward the front of the device.

2. Configure the tray for the type of paper by responding to the pop-up message that appears on the touchscreen when you close the tray. Or, follow these steps:

   a. From the Home screen, touch Supplies Status.

   b. Touch the Trays tab.

   c. If the paper type that is listed for the tray is not correct, touch the name of the tray, and then touch Modify.

   d. Select the correct paper type, and then touch OK.

Load special types of paper

The following table provides guidelines for loading special types of paper. Use the correct paper-type setting in the printer driver to obtain the best print quality.

📝 **NOTE:** In the Windows printer driver, adjust the paper type on the **Paper** tab in the **Type is** drop-down list.

In the Macintosh printer driver, adjust the paper type on the **Finishing** tab of the **Finishing** pop-up menu. Select the **Media Type** drop-down list.

Table 1-8 Load special paper

Paper type	Tray 1 paper orientation	Trays 2–4 paper orientation	Tray 5 paper orientation
Labels	Front side facing down.	Use only Tray 1 for printing on labels.	Use only Tray 1 for printing on labels.
Letterhead or Preprinted	Front side facing down and the top edge to the right.	Front side facing up and the top edge toward the left.	Front side facing down and the top edge to the right.
Prepunched	Edge that has the holes toward the front of the device.	Edge that has the holes toward the front of the device.	Edge that has the holes toward the front of the device.

2 Use the device

This chapter contains information about the following topics:

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Copy

You can scan original documents by using the document feeder or the scanner glass. The device has several options available for customizing copied output.

Copy from the document feeder

The document feeder holds a maximum of 100 sheets of paper.

1. Place the original document face-up in the document feeder, with the top edge of the document toward the rear of the document feeder or feeding first into the input slot. For two-sided originals, place the first side of the original face-up.

   NOTE: The document feeder beeps and illuminates a green light when an original is properly loaded.

2. Adjust the paper guides so that they are touching the original document.

NOTE: Depending on how the system administrator has configured the device, you might need to sign in.

NOTE: For the fastest performance when using Letter or A4-size paper, place the short edge of the document toward the rear of the document feeder.
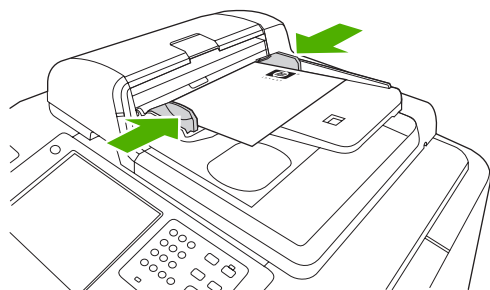
To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start. To use customized settings, touch Copy. Specify the settings, and then press Start. For more information about using customized settings, see Adjust the copy settings on page 31.

NOTE: You can use either the hard Start button on the control panel or the Start Copy button on the touchscreen.

Retrieve the original document from the output bin that is under the document feeder input-tray. Retrieve the copies from the output bin that is on the left side of the device.

Copy mixed-size originals

You can copy original documents that are printed on different sizes of paper as long as the sheets of paper have one common dimension, and that dimension is not greater than 297 mm (11.7 inches). For example, you could combine Letter and Legal sizes, or you could combine A4 and A5 sizes.

1. Arrange the sheets in the original document so they all have the same width.

2. Place the sheets face-up into the document feeder, and adjust the paper-width guides against the document.

3. From the Home screen, touch Copy.

4. Touch More Options.

5. Touch Original Size.

6. Select Mixed Sizes (of same width), and then touch OK.

7. Touch Start Copy.

Copy from the glass

1. Place the original document face-down on the glass.

2. Align the corner of the original with the upper-left corner of the glass.
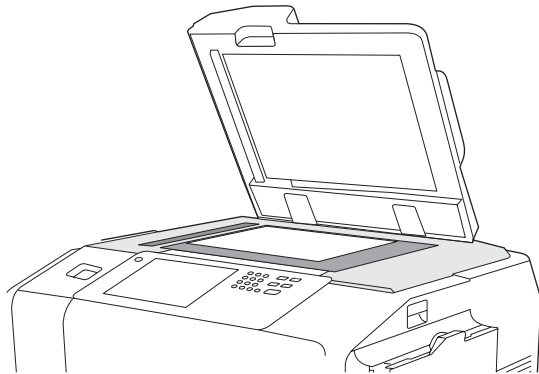
To use the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start.

To use customized settings, touch Copy. Specify the settings, and then press Start. For more information about using customized settings, see Adjust the copy settings on page 31.

NOTE: You can use either the hard Start button on the control panel or the Start Copy button on the touchscreen.

In most cases, the device automatically detects the size of the original document on the glass. If the original is a nonstandard size, or if you want to copy only part of it, use the Original Size feature to turn off automatic size detection, and then specify the area to copy:

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

2. Touch More Options

3. Touch Original Size

4.   Select the size you wish to scan, and then touch OK. This turns off automatic size detection.

5.   Touch Start Copy

Adjust the copy settings

The device offers several features so you can optimize copied output. These features are all available on the Copy screen.

The Copy screen consists of several pages. From the first page, touch More Options to go to the next page. Then touch the up or down arrow buttons to scroll to other pages.

For details about how to use an option, touch the option, and then touch the help (?) button in the upper-right corner of the screen. The following table provides an overview of the copy options.

NOTE: Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 2-1 Options for copy jobs

Option name	Description
Sides	Use this feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides.
Color/Black	Use this feature to select whether copies are printed in black & white or in color. Select Auto detect to automatically detect whether each page of the original is in black & white or color, and produce copies that are the same.
	If you select Color or Auto detect, you can also select the Color Quality. Choose either General Office or Professional. For some paper types, the color quality can only be set to Professional.
Reduce/Enlarge	Use this feature to reduce or enlarge the copied image. Touch the box below Scaling: to specify a custom percentage. To reduce the image, select a value smaller than 100%. To enlarge the image, select a value larger than 100%.
Paper Selection	Use this feature to select the tray that holds the size and type of paper that you want to use.
Image Adjustment	Use this feature to improve the overall quality of the copy. For example, you can adjust the Darkness, Sharpness, and Contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Content Orientation	Use this feature to specify the way the content of the original page is placed on the page: portrait or landscape.
	If you are copying a document that is printed on both sides, you can also specify the orientation of the second side.
Output Bin	Use this feature to select an output bin for the copies. If the optional HP Multifunction Finisher is attached, stapled copies are always delivered to Output Bin 5. If a finisher is not installed, the Output Bin option does not appear.
Staple/Collate	Use this feature to collate copies in the output bin. If the optional HP Multifunction Finisher is attached, this feature includes options for stapling.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text, printed pictures, photos, or a mixture.
Pages per Sheet	Use this feature to copy multiple pages onto one sheet of paper.
Original Size	Use this feature to describe the page size of the original document.
Watermark	Use this feature to print semi-transparent text diagonally across the center of each page. You can specify the color, text, and type-style to use, and you can adjust the transparency level.
Color Adjustment	Use this feature to adjust the saturation and temperature settings to change the overall appearance of color copies.

Table 2-1 Options for copy jobs (continued)

Option name	Description
Color Balance	Use this feature to adjust colors individually to change the color balance in the copies. For example, increasing the amount of cyan makes copies more blue and less red.
One/Two Color	Use this feature to convert all the colors in a document to shades of a single color, or shades of a single color plus black. For example, you could convert all colors to varying shades of blue.
Overlays	Use this feature to print a semi-transparent image on each page. Overlays are similar to watermarks, but overlays can consist of any image, such as a company logo.
Chapter Pages	Use this feature to copy documents that have chapters. You can specify that the chapters always begin on either the left or right page. If necessary, the device inserts blank images so the first page of each chapter is on the correct side.
Stamp Page Number	Use this feature to print page numbers on copies. You can control the numbering style and the position.
Stamp Date/Time	Use this feature to print the date and time on copies. You can control the numbering style and the position of the information.
Stamp Text	Use this feature to print a predefined text message on the copies or print a message that you specify. A text stamp is similar to a watermark, but you can control the position on the page and the angle.
Stamp Set Number	Use this feature to print the set number on copies. For example, if you are making five copies of a document, each page in the first set of copies is stamped with the same number. You can select from several numbering formats, and you can specify the starting set number.
Edge-To-Edge	If the original document is printed close to the edges, use this feature to ensure that the maximum amount of content is copied. However, shadows might appear along the edges.
Job Build	Use this feature to combine several sets of original documents into one copy job. Also use this feature to copy an original document that has more pages than the document feeder can accommodate at one time.
Auto Layout	Use this feature when copying from the flatbed glass. Place the original document anywhere on the flatbed glass. The device senses the edges of the document and centers the image on the copy.
Auto Crop	Use this feature to remove dark areas from the background when you copy with the flatbed cover open. The device senses the edge of the object on the flatbed and removes the black area from around the image.
Image Justify	Use this feature to move the image to an edge, a corner, or the center of the page.
Image Shift	Use this feature to shift the image on the page. This feature is similar to Image Justify, but it moves the image by a particular measurement.
Image Repeat	Use this feature to copy the same image multiple times on a single sheet of paper. To use this feature, place the original on the flatbed glass, and leave the cover open.
Erase Edges	Use this feature to remove any dark lines that appear at the edges of copies.
Erase Gutter	Use this feature to remove the shadows that appear in the center of copies when you copy an open book or when you copy two pages next to each other.
Negative Image	Use this feature to reverse all the colors in a document. This feature changes red to cyan, blue to yellow, green to magenta, and white to black.

Use the job-build feature

Use the Job Build option to divide a complex job into smaller segments. This is useful when you are scanning an original document that has more pages than the document feeder can hold or when you want to combine pages that have different sizes into one job. You can use either the glass or the document feeder to scan the original documents.

NOTE: The Job Build option is available for the Copy, E-mail, and Network Folder features.

1. Place the first segment of the job into the document feeder or onto the scanner glass.

   NOTE: If you are scanning on the glass, each page is a separate segment.

2. Touch Copy, E-mail, or Network Folder, and then set the options that you want to use.

3. Touch Job Build and then select Job Build on. Touch OK.

4. Press Start to scan the first segment.

5. The device prompts you to load the next segment.

   - If you want to apply different options to this segment or modify settings that apply to the whole job, touch Options.

   - If you have more segments to scan, touch Scan.

   - If you have finished scanning all the segments, touch Finish.

   - If you need to start over, touch Cancel Job.

6. When you select Finish, your job will begin processing.

Fax

If an optional fax accessory is installed in the device and it is connected to an analog phone line, you can use the device to send and receive faxes.

NOTE: If the system administrator has set up a LAN fax service or an Internet fax service, you can use the device to send faxes, but not to receive faxes.

Configure the fax options for each job

The device offers several features so you can optimize each fax. These features are all available on the Fax screen.

The Fax screen consists of two pages. From the first page, touch More Options to go to the next page.

For details about how to use an option, touch the option, and then touch the Help (❓) button in the upper-right corner of the screen. The following table provides an overview of the fax options.

Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 2-2 Options for fax jobs

Option name	Description
Resolution	Use this feature to set the resolution for outgoing faxes. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Original Sides	Use this feature to describe the layout for each side of the original document.
Notification	Use this feature to receive notification about the status of an outgoing fax.
Content Orientation	Use this feature to specify the way the content of the original document is placed on the page: portrait or landscape.
Original Size	Use this feature to describe the page size of the original document.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Optimize Text/Picture	Use this feature to optimize the fax for a particular type of content. You can optimize for text or printed pictures, or you can manually adjust the setting.

Send faxes

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

2. From the Home screen, touch Fax to open the fax feature.

3. You can send a fax to a single recipient or to multiple recipients.

    Specify the fax numbers by using one or both of these methods:

Type the fax number manually	From the Fax screen, touch the box below Fax Number: to open the virtual keypad. Type the fax number.
	Touch Pause to indicate a required pause.
	To delete a character, touch the backspace button ( ).
Use a speed dial	From the Fax screen, select the speed-dial code from the list or touch the box below Speed Dial Code: and type the speed-dial code.
	To search for a speed dial, touch the search button ( ).

4. Touch OK to return to the main fax screen. To transfer the number into the fax recipients list, touch the down arrow button ( ).

5. Touch More Options to see other fax options. For more information about using customized settings, see Configure the fax options for each job on page 34.

6. After all the options are set, touch Send Fax ( ) to scan the document and send the fax.

7. To verify if the fax was sent successfully, open the Home screen and touch Job Status. Touch the Job Log tab, and look for the fax in the list of completed jobs.

Receive faxes

The device can receive incoming faxes if an analog fax accessory is installed. If this accessory is not installed, you can use a LAN fax service or Internet fax service to send faxes, but the device cannot receive faxes.

The device places incoming faxes into the active job queue. If no other jobs are in the queue, the device prints the fax immediately. If other jobs are in the queue, the device prints the fax after the jobs that are ahead of it in the queue. If you want to print the fax sooner, you can promote it in the job queue.

NOTE: If the system administrator has set up a schedule for printing faxes, it is possible that all faxes are stored on the device and then printed at a later time.

Promote a fax in the job queue

1. From the Home screen, touch Job Status.

2. On the Active tab, open the drop-down list named Select Job Type, and select Copy, Print, Incoming Fax Jobs.

3. From the list of jobs, select the job, and then touch Promote. The device moves the job as far forward as possible in the job queue.

Cancel faxes

You can cancel outgoing faxes that are currently scanning or that are waiting in the job queue. You can also cancel incoming faxes.

Cancel a fax while it is scanning	**1.** Press Stop. The Job Status screen opens, and a message appears that confirms the job has been canceled. **2.** Touch OK to continue.
Cancel an outgoing fax	**1.** From the Home screen, touch Job Status. **2.** On the Active tab, open the drop-down list named Select Job Type, and select either Outgoing Faxes or Send and Outgoing Faxes. **3.** From the list of jobs, select the job, and then touch Cancel Job.
Cancel an incoming fax	**1.** From the Home screen, touch Job Status. **2.** On the Active tab, open the drop-down list named Select Job Type, and select Copy, Print, Incoming Fax Jobs. **3.** From the list of jobs, select the job, and then touch Cancel Job.

Use Windows PC fax send

If the system administrator has installed it, you can use the Windows PC fax send software to send faxes from a computer.

Send a fax to a single recipient

1. Open the document that you want to fax in the software program in which it was created.

2. Click **File** and then click **Print**.

3. From the list of printers, select the Send Fax driver.

4. Click **OK** or **Print**.

   NOTE: Click the button that sends a document to the device. This might not be labeled the same in all software programs.

5. Under **Fax To** in the **Send Fax** dialog box, type the recipient name, fax number, and company name. The fax number is the only required information.

   NOTE: See <u>Insert special characters in the fax number on page 38</u> for a list of special characters that you can use in the **Fax Number** text field.

6. Click **Add to Phone Book** to add the recipient information to the Send Fax phone book. This step is optional.

   NOTE: Click **Clear Fields** to remove all of the values in the recipient Name, Fax Number, and Company Name text boxes.

7. The default cover page information appears under **Include With Fax** in the **Send Fax** dialog box. You can change the cover page information for any individual fax job.

8. If the billing code feature is enabled, and the system administrator has made it editable, type the billing code under **Billing Information** in the **Send Fax** dialog box. You can change the billing code for any individual fax job.

9. To send the fax with the default settings, click **Send**.

    📝 **NOTE:** Click the **Setup** tab in the **Send Fax** dialog box to view the sender, fax quality, notification information, and preview settings. You can change this information for any individual fax job. Click **Send** to send the fax.

10. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy, and then click **Preview and Send** to send the fax.

    📝 **NOTE:** The preview function is not available when you use Point and Print.

    Point and Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

11. Click **View** or use the zoom drop-down menu to change the size of the document preview.

12. Click the arrow buttons to navigate through the document.

13. Click **Send Fax** to send the fax or **Cancel Fax** to edit the fax settings.

Send a fax to multiple recipients

1. Open the document that you want to fax in the software program in which it was created.

2. Click **File** and then click **Print**.

3. From the list of printers, select the Send Fax driver.

4. Click **OK** or **Print**.

    📝 **NOTE:** Click the button that sends a document to the device. This might not be labeled the same in all software programs.

5. Under **Fax To** in the **Send Fax** dialog box, type the recipient name, fax number, and company name. The fax number is the only required information.

    📝 **NOTE:** See for a list of special characters that you can use in the **Fax Number** text field.

6. Click **Add to Phone Book** to add the recipient information to the Send Fax phone book. This step is optional.

    📝 **NOTE:** Click **Clear Fields** to remove all of the values in the recipient Name, Fax Number, and Company Name text boxes.

7. Click **To** to add the recipient to the **Fax Recipients** field.

8. Repeat this procedure for each fax recipient. The fax is sent to all of the names that appear in the **Fax Recipients** field.

9. If the billing code feature is enabled, and the system administrator has made it editable, type the billing code under **Billing Information** in the **Send Fax** dialog box. You can change the billing code for any individual fax job.

10. To send the fax with the default settings, click **Send**.

   📝 **NOTE:** Click the **Setup** tab in the **Send Fax** dialog box to view the sender, fax quality, notification information, and preview settings. You can change this information for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy, and then click **Preview and Send** to send the fax.

   📝 **NOTE:** The preview function is not available when you use Point and Print.

   Point and Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.

13. Click the arrow buttons to navigate through the document.

14. Click **Send Fax** to send the fax, or click **Cancel Fax** to edit the fax settings.

Insert special characters in the fax number

The **Fax Number** field accepts special characters in addition to the numbers 0 through 9.

Table 2-3 Special characters for fax numbers

Special character	Function
-	Use a hyphen in the fax number to make the number easier to read.
(and)	Use parentheses in the fax number to make the number easier to read.
[and]	Use an opening and closing bracket to hide a portion of the fax number so that it does not print on the fax cover sheet, call reports, or e-mail communications. For example, a fax number might include a calling-card access code. Type brackets around the calling-card access code portion of the fax number to prevent showing this information.
*	The asterisk is transmitted as a touch-tone.
#	The number sign is transmitted as a touch-tone.
,	A comma represents a 2-second pause when the fax number is dialed. Use multiple commas for a longer pause during dialing.

Send a fax by using the phone book

1. Open the document that you want to fax in the software program in which it was created.

2. Click **File** and then click **Print**.

3. From the list of printers, select the Send Fax driver.

4. Click **OK** or **Print**.

   📝 **NOTE:** Click the button that sends a document to the device. This might not be labeled the same in all software programs.

5. Under **Fax To** in the **Send Fax** dialog box, click the book icon.

6. In the **Phone Book** dialog box, select the name for each fax recipient and click **To** to add the recipient to the **Fax Recipients** field.

7. After you have added all of the fax recipients to the **Fax Recipients** field, click **OK**.

8. Under **Include With Fax** in the **Send Fax** dialog box, clear **Cover Page (Single recipient only)** if it is selected.

9. If the billing code feature is enabled, type the billing code under **Billing Information** in the **Send Fax** dialog box. You can change the billing code for any individual fax job.

10. To send the fax to all recipients with the default settings, click **Send**.

📝 **NOTE:** Click the **Setup** tab in the **Send Fax** dialog box to view the sender, fax quality, notification information, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.

📝 **NOTE:** The preview function is not available when you use Point and Print.

Point and Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.

13. Click the arrow buttons to navigate through the document.

14. Click **Send Fax** to send the fax or **Cancel Fax** to edit the fax settings.

Edit the phone book

Use the phone book to store contact information that appears under **Fax To** in the **Send Fax** dialog box. You can add or remove names.

The Send Fax phone book is saved as an XML file in the My Documents folder. HP does not recommend editing or copying this file.

Add names to the phone book

To add names to the phone book, do the following:

1. Under **Fax To** in the **Send Fax** dialog box, click the book icon.

2. In the **Phone Book** dialog box, click **Add**.

3. In the **Add to Phone Book** dialog box, type the recipient name, fax number, and company name in the text boxes.

4. Click **OK**.

5. In the **Phone Book** dialog box, click **Add** to add names.

6. Click **OK** when you are finished adding names to the phone book.

Remove names from the phone book

To remove names from the phone book, do the following:

1. Under **Fax To** in the **Send Fax** dialog box, click the book icon.

2. In the **Phone Book** dialog box, select the name that you want to delete and then click **Delete**.

3. Click **OK** when you are finished removing names from the phone book.

Edit names in the phone book

To edit names in the phone book, do the following:

1. Under **Fax To** in the **Send Fax** dialog box, click the book icon.

2. In the **Phone Book** dialog box, select the name that you want to edit and then click **Edit**.

3. In the **Edit Phone Book Entry** dialog box, edit the recipient name, fax number, and company name in the text boxes.

4. Click **OK** when you are finished editing.

Send to e-mail

If the device is connected to a network server that has a valid simple mail transfer protocol (SMTP) address and has Internet access, you can use the device to scan a document and send it as an e-mail attachment.

Send a scanned file as an e-mail attachment

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

2. From the Home screen, touch E-mail to open the e-mail feature.

3. For each field, touch the text box to open the virtual keyboard and then type the information. Use the scroll buttons on the right side of the screen to see all the fields. To use an address from the e-mail address book, touch the address book button (📖), if it is available, and select a name. For more information, see Use the e-mail address book on page 42.

   NOTE: If the system administrator has configured the device so that you can send e-mail only to yourself, the address book button does not appear.

From:	Type the e-mail address for the person who is sending the e-mail. If the system administrator has set up a default From: address, this field is already complete, and you might not be able to change it. If you are signed in to the device, your e-mail address is filled in.
To:	Type the recipients' names. To separate the names, type a semi-colon or touch Enter. If the system administrator has configured this feature so that you can send e-mail only to yourself, this field is already filled in with your e-mail address, and you cannot change it.
CC:	Type the recipients' names. To separate the names, type a semi-colon or touch Enter. If the system administrator has configured this feature so that you can send e-mail only to yourself, this field is empty and you cannot change it.
BCC:	Type the recipients' names. The other recipients cannot see names in this field. To separate the names, type a semi-colon or touch Enter. If the system administrator has configured this feature so that you can send e-mail only to yourself, this field is empty and you cannot change it.
Subject:	Type the subject of the e-mail.
File Name:	Type the file name to use for the e-mail attachment.
Message:	Type a message to deliver with the e-mail. The system administrator might have locked this field.

4. Touch More Options to see other e-mail options. For more information about using customized settings, see Configure the e-mail options for each job on page 43.

5. After all the options are set, touch Send E-mail (◉) to scan the document and send the e-mail.

6. To verify that the e-mail was sent successfully, open the Home screen and touch Job Status. Touch the Job Log tab, and look for the e-mail in the list of completed jobs.

Use the e-mail address book

Use the e-mail address book to store information for e-mail recipients. To open the address book, touch the address book button (📖) on the main e-mail screen. The button is available for the From:, To:, CC:, and BCC: fields.

To get more information about any address, select the address in the list on the left side of the screen and touch Details.

You can add entries to the address book that is stored on the device. You can also edit or delete certain entries. If you are signed in to the device, addresses that you add are not available to other users.

NOTE: You cannot edit or delete network address entries, and you cannot edit or delete some entries that have been imported from other address books. For those entries, the buttons for adding, editing, and deleting are inactive.

Use an address	1.	Touch one or more name in the list on the left side of the screen to select them.
	2.	Touch the right arrow button (➡️) to move the names to the list on the right side of the screen.
	3.	If you need to remove a name from the list on the right side of the screen, select the name and then touch the trash button that is below the list.
	4.	Touch OK to return to main E-mail screen. The name or names should appear in the correct field.
Add an address	1.	Touch the plus button (➕), which is in the lower left corner of the screen. The virtual keyboard opens.
	2.	Select each field and type the correct information in the box. The required fields are marked with an asterisk (*).
	3.	When you have completed all the information, touch OK to add the name to the list of contacts and return to the Address Book screen.
		If you are signed in to the device, the address is stored in your list of personal contacts. If you are not signed in to the device, the address is stored in the list of shared contacts.
Edit an address	1.	Touch a name in the list on the left side of the screen to select it.
	2.	Touch Edit to open the virtual keyboard.
	3.	To change the information in any field, select the field and then type the correct information.
	4.	After you have made all the changes, touch OK to return to the Address Book screen.
Delete an address	1.	Touch a name in the list on the left side of the screen to select it. You can select multiple names.
	2.	Touch the trash button.
	3.	The device prompts you to confirm that you want to delete the addresses. Touch Yes to delete the addresses and return to the address book screen.

Configure the e-mail options for each job

The device offers several features for optimizing e-mail attachments. These features are all available on the E-mail screen.

The E-mail screen consists of two pages. From the first page, touch More Options to go to the next page.

For details about how to use an option, touch the option, and then touch the help ( ) button in the upper-right corner of the screen. The following table provides an overview of the e-mail options.

NOTE: Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 2-4 Options for e-mail jobs

Option name	Description
Document File Type	Use this feature to select the file format for the e-mail attachment.
Original Sides	Use this feature to describe the layout for each side of the original document.
Output Quality	Use this feature to select the quality for the e-mail attachment. Higher-quality images require a larger file size than lower-quality images. Larger files take more time to send, and some recipients might have trouble receiving larger files.
Content Orientation	Use this feature to specify the way the content of the original document is placed on the page: portrait or landscape.
Resolution	Use this feature to set the resolution for the e-mail attachment. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Original Size	Use this feature to describe the page size of the original document.
Color/Black	Use this feature to select whether the e-mail attachment is in black & white or in color.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text or printed pictures, or you can manually adjust the setting.
Notification	Use this feature to receive notification about the status of an e-mail attachment that you have sent. You can receive an e-mail notification, or you can print the notification.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Job Build	Use this feature to combine several sets of original documents into one e-mail attachment. Also use this feature to scan an original document that has more pages than the document feeder can accommodate at one time.

Send to a network folder

If the device is connected to a network, and if the system administrator has enabled this feature, you can scan a document and save it as a file in a folder on the network.

Send a scanned file to a network folder

NOTE: Depending on how the system administrator has configured the device, you might need to sign in to the device to use this feature.

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

2. From the Home screen, touch Network Folder to open the network folder feature.

3. Specify the folder where you want to store the file in one of these ways:

    ●   Select one of the Quick Access Folders from the list. These are folders that the administrator has set up.

    ●   Touch the box below Network Folder Path: to open the virtual keyboard. Type the network path to the folder.

4. Specify the name for the file by touching the box below File Name:. The virtual keyboard opens. Type the name to use for the file. You do not need to type the file-type extension. It is added automatically based on the document file-type setting.

    NOTE: The administrator sets the default file type to use. If you want to use a different file type, touch More Options, and open the Document File Type option.

5. Touch More Options to see other network folder options. For more information about using customized settings, see Set the folder options on page 45.

6. After all the options are set, touch the Send to Network Folder button (⊚) to scan the document and send the file.

7. To verify that the file was sent successfully, open the Home screen and touch Job Status. Touch the Job Log tab, and look for the file in the list of completed jobs.

Set the folder options

The device offers several features for optimizing files that are stored in network folders. These features are all available on the Network Folder screen.

The Network Folder screen consists of two pages. From the first page, touch More Options to go to the next page.

For details about how to use an option, touch the option, and then touch the help (❓) button in the upper right corner of the screen. The following table provides an overview of the options for saving a file in a network folder.

Table 2-5 Options for network folder jobs

Option name	Description
Document File Type	Use this feature to select the file format for the saved file.
Original Sides	Use this feature to describe the layout for each side of the original document.
Output Quality	Use this feature to select the quality for the file. Higher-quality images require a larger file size than lower-quality images, and they take more time to send.
Content Orientation	Use this feature to specify the way the content of the original document is placed on the page: portrait or landscape.
Resolution	Use this feature to set the resolution for the file. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Original Size	Use this feature to describe the page size of the original document.
Color/Black	Use this feature to select whether the file is in black & white or in color.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text or printed pictures, or you can manually adjust the setting.
Notification	Use this feature to receive notification about the status of the file after you send it. You can receive an e-mail notification, or you can print the notification.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Job Build	Use this feature to combine several sets of original documents into one file. Also use this feature to scan an original document that has more pages than the document feeder can accommodate at one time.

Job Storage

You can store jobs on the device so you can print them at any time. You can share stored jobs with other users, or you can make them private.

Store jobs at the device

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

2. From the Home screen, touch Job Storage to open the Job Storage feature. Select the Create tab.

3. Specify the name for the stored job in one of these ways:

   ● Select an existing folder from the list. Touch New Job and type a job name.

   ● Touch the box below the existing Folder Name: or Job Name:, and then edit the text.

4. A private stored job has a lock icon next to the name, and it requires that you specify a PIN to retrieve it. To make the job private, select PIN to Print and then type the PIN for the job.

5. Touch More Options to see other job storage options. For more information about using customized settings, see Configure the job storage options on page 47.

6. After all the options are set, touch the Create Stored Job button (⊚) to scan the document and store the job. The job is saved on the device until you delete it, so you can print it as often as necessary.

   If you are signed in to the device, the job is stored in a folder with your sign-in name. If you are not signed in to the device, the job is stored in a public folder.

   For information about retrieving the job, see Retrieve stored jobs on page 49.

Store jobs from a computer

In addition to scanning a document at the device control panel and storing it, you can also send a job from a computer and store it on the device. Use the printer driver to do this. When you store a job from a computer, you have several options for types of jobs to store.

Table 2-6 Types of stored jobs

Job-storage option	Description
Proof and Hold	The job is sent to the device for short-term storage. If you need to print multiple copies of a job but you want to verify how they appear before printing them all, use this feature. The job is sent to the device and printed one time. At the device control panel, you can choose to print the remaining copies or to cancel the job. After the copies are printed, the job is deleted.
Personal Job	The job is stored on the device until you, or someone else, retrieves it at the device. If you specify a 4-digit PIN, the person who retrieves the job must provide the PIN.
	The device automatically deletes the job after it is printed.
Quick Copy	The job is sent to the device and printed one time. It is stored on the device so you can print more copies as needed.
Stored Job	The job is stored on the device until you delete it. It is not printed until you, or someone else, retrieves it at the device. If you specify a 4-digit PIN, the person who retrieves the job must provide the PIN.
	Use this option for storing documents that are shared by many users.

For details about how to use the printer driver to store jobs, see the following sections:

- Set the color options on page 61

- Macintosh printer driver features on page 62

Configure the job storage options

The device offers several features for optimizing jobs that are scanned at the device and stored. These features are all available on the Job Storage screen when you create the stored job.

> **NOTE:** These features are not available when someone retrieves the job for printing.

The Job Storage screen consists of four pages. From the first page, touch More Options to go to the next page.

For details about how to use an option, touch the option, and then touch the help (❓) button in the upper-right corner of the screen. The following table provides an overview of the job storage options.

> **NOTE:** Depending on which accessories are installed, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 2-7 Options for stored jobs

Option name	Description
Paper Selection	Use this feature to select the tray that holds the size and type of paper that you want to use.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.

Table 2-7 Options for stored jobs (continued)

Option name	Description
Content Orientation	Use this feature to specify the way the content of the original page is placed on the page: portrait or landscape.
Output Bin	Use this feature to select an output bin for the copies. If the optional HP Multifunction Finisher is attached, stapled copies are always delivered to Output Bin 5.
Pages per Sheet	Use this feature to copy multiple pages onto one sheet of paper.
Watermark	Use this feature to print a string of text diagonally across the center of each page.
Overlays	Use this feature to print a semi-transparent image on each page. Overlays are similar to watermarks, but overlays can consist of any image, such as a company logo.
Chapter Pages	Use this feature to copy documents that have chapters. You can specify that the chapters always begin on either the left or right page. If necessary, the device inserts blank pages so the first page of each chapter is on the correct side.
Stamp Date/Time	Use this feature to print the date and time on copies. You can control the numbering style and the position of the information.
Stamp Page Number	Use this feature to print page numbers on copies. You can control the numbering style and the position.
Stamp Text	Use this feature to print a predefined text message on the copies or print a message that you specify. A text stamp is similar to a watermark, but you can control the position on the page and the angle.
Stamp Set Number	Use this feature to print the set number on copies. For example, if you are making five copies of a document, each page in the first set of copies is stamped with the number 1.
Edge-To-Edge	If the original document is printed close to the edges, use this feature to ensure that the maximum amount of content is copied. However, shadows might appear along the edges.
Image Shift	Use this feature to shift the image on the page.
Image Repeat	Use this feature to copy the same image multiple times on a single sheet of paper. To use this feature, place the original on the flatbed glass, and leave the cover open.

Retrieve stored jobs

At the device, you can retrieve and print jobs that are stored on the device, whether they were scanned at the device or sent from a computer.

NOTE: Depending on how the system administrator has configured the device, you might need to sign in.

You cannot retrieve or print a stored job if you do not have permission to print in color. The device provides an alert in this situation.

1. From the Home screen, touch Job Storage to open the Job Storage feature. Select the Retrieve tab.

2. From the list on the left side of the screen, select the folder in which the job is stored. A list of stored jobs appears.

3. Select the job from the list. If the job is private, touch the box below PIN: and type the correct PIN.

4. Touch the **Retrieve Stored Job** button (⊚) to print the job.

The device retains most jobs until you delete them, but it automatically deletes certain jobs as soon as you print them.

Type of stored job	Action after printing
All public and private stored jobs that are scanned at the device	Retained on the device hard disk
Stored jobs that are sent from a computer	Retained on the device hard disk
Quick Copy stored jobs, sent from a computer	Retained on the device hard disk
"Personal job" jobs, sent from a computer	Deleted automatically after printing
Proof and Hold stored jobs, sent from a computer	Deleted automatically after the subsequent copies are printed

Delete stored jobs

To delete stored jobs, open the Job Storage feature on the device control panel.

1. From the Home screen, touch Job Storage.

2. Select the Retrieve tab.

3. Open the folder in which the job is stored, and then select the job.

4. Touch Delete.

5. Repeat the process for each stored job that you want to delete.

Check job status and use the job queue

To check the status of individual jobs, use the Job Status feature on the device control panel. Also use this feature to pause all jobs, remove jobs from the queue, or to promote a job so it is processed sooner.

Open the job queue

1. From the Home screen, scroll to and touch Job Status. The job queue opens.

2. The Active tab shows jobs that are currently processing. From the drop-down menu, select a job category, and then select the name of the job.

   NOTE: The system administrator can configure the device so that you cannot cancel, promote, or see the details for jobs that are not your own.

   - Touch Pause All to stop all active jobs.

     CAUTION: As long as the device is in a paused state, it will not process incoming print jobs. It will remain in this state until Resume All is selected on the control panel.

   - Touch Cancel Job to cancel the selected job and remove it from the job queue.

   - Touch Details to see the information about the selected job.

   - Touch Promote to move the selected job forward in the job queue so it can be completed as soon as possible. For more information, see Promote and interrupt jobs in the queue on page 52.

3. The Job Log tab lists all the completed jobs. From the drop-down menu, select a job category, and then select the name of the job. Touch Details to see the information about the selected job.

   NOTE: The Job Log feature lists only jobs that the user is authorized to view. The user might be required to log in at the control panel to use this feature.

Process multiple job types

The device processes multiple jobs simultaneously whenever it can. This is possible because the scanner, the print engine, and the digital send features can function at the same time for separate jobs. For example, the device can be receiving a fax, sending a fax, or sending out a digital send job while scanning a copy job and while printing a job from a remote user. It can also allow some types of jobs to interrupt jobs in process depending on settings and on priority.

The administrator can control the priority of incoming print jobs using the Hold Off Print Job feature. This feature provides the option of delaying incoming print jobs while users are copying or using the stored job features at the device. When the Hold Off Print Job feature is On, incoming print jobs are delayed until jobs in process at the device are finished. When the Hold Off Print Jobs feature is Off, the device places incoming print jobs in the queue immediately even if they interrupt copy jobs or stored jobs.

NOTE: The Hold Off Print Job feature only affects processes that involve printing. Otherwise, the device places incoming jobs in the queue as soon at it receives them.

Promote and interrupt jobs in the queue

When the device is processing multiple jobs, in most cases it prioritizes them according to the order in which it receives them. However, some types of jobs automatically take priority over others. You can also promote a job in the queue so it is processed as soon as possible, or you can interrupt a job that is in progress so a new job is processed immediately.

Job priorities

The device prioritizes jobs in the following order, with the highest priority listed first:

1. Any job that you have specifically promoted in one of the following ways:

   ◦ By using the Promote option in the Job Status feature on the device control panel.

   ◦ By pressing the Interrupt button on the device control panel.

   Promoting a job by using either of these methods causes the current job to be interrupted immediately. See Job interruption on page 53.

2. Jobs that are started at the device:

   ◦ copy jobs

   ◦ job-storage jobs

   ◦ print internal pages

   Starting any of these jobs causes the current job to be interrupted immediately. See Job interruption on page 53.

3. Jobs that are sent from a computer and incoming faxes. These jobs do not interrupt current jobs. If someone is currently using the device control panel, these jobs are held until that person is finished. However, the administrator can configure the Hold Off Print Job setting to **Off** to prevent these jobs from being held off by user activity at the device control panel.

Job interruption

The device can interrupt a job that is currently printing at these boundaries:

- After a complete page, but in the middle of a multiple-page job. If the current job is being printed on both sides, the interruption occurs after both sides have printed.

  NOTE: If the current job requires stapling, the new job interrupts the current job after a complete set of pages.

- After a complete set of pages for jobs that have multiple copies.

The type of interruption that occurs depends on the type of job that is being promoted or started.

- Starting a copy job interrupts the current job after a complete page, unless the current job requires stapling.

- Printing an internal page or a stored job interrupts the current job after a complete set of pages.

- Printing a job from a computer or printing an incoming fax does not interrupt the current job, unless you promote the new job in one of the following ways:

  By using the Promote option in the Job Status feature on the device control panel.

  By pressing the Interrupt button on the device control panel.

  If you promote the new job, it interrupts the current job after a complete set of pages.

- Pressing the Interrupt button on the device control panel interrupts the current job after a complete set of pages.

Print from a Windows computer

The device comes with printer drivers that the computer uses to communicate with the device. Printer drivers provide access to device features, such as printing on custom-sized paper, resizing documents, and inserting watermarks.

The printer drivers include online Help that has instructions for common printing tasks and also describes the buttons, checkboxes, and drop-down lists that are in the printer driver.

NOTE: Make sure that the device is available in the list of printers before sending a print job to the device.

Windows printer driver features

NOTE: Settings in the printer driver and software program generally override control-panel settings. Software-program settings generally override printer-driver settings.

Select a tray

Use the printer driver to select a tray for the print job by doing the following:

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

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

3. On the **Paper/Quality** tab, select the tray from the **Paper source** drop-down menu.

4. Click **OK**.

Select an output bin for print jobs

If the optional finisher is installed, use the printer driver to select an output bin for the print job by doing the following:

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

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

3. On the **Output** tab, select the output bin from the **Output Bin Options** drop-down menu.

    NOTE: All stapled output is delivered to Output Bin 5.

4. Click **OK**.

Select a paper type

Rather than instructing the device to use a specific tray, you can specify that the job is printed on a particular type of paper. The device uses a tray that contains that type of paper, or it prompts you to load the correct type.

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

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

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

4. In the **Paper type** drop-down box, select the type of paper to use.

Set the color quality

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

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

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

4. In the area for **Print Quality** for the **Color Quality**, select either **Professional** or **General Office**.

Store jobs

Use the **Job Storage** printer-driver tab to store print jobs on the device. You can then print the job at any time from the device control panel. For example, you might want to download a personnel form, calendar, timesheet, or accounting form that other users can print when they need it.

Enable the Job Storage tab

You might need to enable the **Job Storage** tab before you can use this feature.

1. Click **Start**, click **Settings**, and then click **Printers** or **Printers and Faxes**.

2. Right-click the driver icon, and then select **Properties**.

3. Click the **Device Settings** tab.

4. Under **Installable Options**, click next to **Job Storage**, and click **Enabled**.

5. Click **Apply**.

Store a job

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

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

3. Click the **Job Storage** tab.

4. Select the job storage mode and options that you want to use.

    📝 **NOTE:** The text box at the top of the **Job Storage** tab describes each option as you select it.

5. Click **OK**.

Create and use printing shortcuts

Use printing shortcuts to print jobs with specific printer-driver settings. Select one of the defined shortcuts or create custom printing shortcuts.

Create a printing shortcut

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

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

3. Select the print settings that you want to use.

4. Click the **Printing Shortcuts** tab, and then click **Save as**.

5. In the **Printing Shortcuts** box, type a name for the custom printing shortcut.

6. Click **OK**.

Use printing shortcuts

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

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

3. Click the **Printing Shortcuts** tab.

4. Select the printing shortcut that you want to use from the **Printing Shortcuts** list.

5. Click **OK**.

Use watermarks

A watermark is a notice, such as "Confidential," that is printed in the background of each page of a document.

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

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

3. From the **Effects** tab, click the **Watermarks** drop-down list.

4. Click the watermark that you want to use. To create a new watermark, click **Edit**.

5. If you want the watermark to appear only on the first page of the document, click **First Page Only**.

6. Click **OK**.

To remove the watermark, click **(none)** in the **Watermarks** drop-down list.

Resize documents

Use the document resizing options to scale a document to a percentage of its normal size. You can also choose to print a document on a different size paper, with or without scaling.

Reduce or enlarge a document

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

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

3. On the **Effects** tab, next to **% of Actual Size**, type the percentage by which you want to reduce or enlarge your document.

   You can also use the scroll bar to adjust the percentage.

4. Click **OK**.

Print a document onto a different paper size

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

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

3. On the **Effects** tab, click **Print Document On**.

4. Select the paper size to print on.

5. To print the document without scaling it to fit, make sure that the **Scale to Fit** option is *not* selected.

6. Click **OK**.

Set a custom paper size

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

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

3. On the **Paper/Quality** tab, click **Custom**.

4. On the **Custom Paper Size** window, type the name of the custom paper size.

5. Type the paper-size length and width. If you type a size that is too small or too large, the driver adjusts the size to the minimum or maximum size that is allowed.

6. If necessary, click the button to change the unit of measure between millimeters and inches.

7. Click **Save**.

8. Click **OK**. The name that you saved appears in the paper-size list for future use.

Print using different paper

Follow these instructions to print specific pages of the job on different paper.

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

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

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

4. In the **Page exceptions** list box, click **Print pages on different paper**.

5. Click **Settings**.

6. Select the settings that you want to use to print specific pages on different paper. Click **Add**.

7. Click **OK** to return to the **Paper/Quality** tab.

8. Click **OK**.

Insert blank or preprinted sheets

Follow these instructions to insert blank or preprinted sheets in the print job.

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

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

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

4. In the **Page exceptions** list box, click **Covers**.

5. Click **Settings**.

6.   Select the settings that you want to use to add blank or preprinted sheets.

7.   Click **OK** to return to the **Paper/Quality** tab.

8.   Click **OK**.

Chapter page layout

Follow these instructions to set the layout of chapters in the print job.

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

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

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

4.   In the **Page exceptions** list box, click **Chapter page layout**.

5.   Click **Settings**.

6.   Select the settings that you want to use to for the layout of the chapters in the print job.

7.   Click **OK** to return to the **Paper/Quality** tab.

8.   Click **OK**.

Print on both sides of the paper

You can automatically print on both sides of a page.

1.   Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper, see Load special types of paper on page 25.

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

3.   Select the driver, and then click **Properties** or **Preferences**.

4.   On the **Finishing** tab, click **Print on Both Sides**.

5.   Click **OK**.

Layout options for printing on both sides

The four duplex orientation options are shown here. To select option 1 or 4, select **Flip Pages Up** in the printer driver.
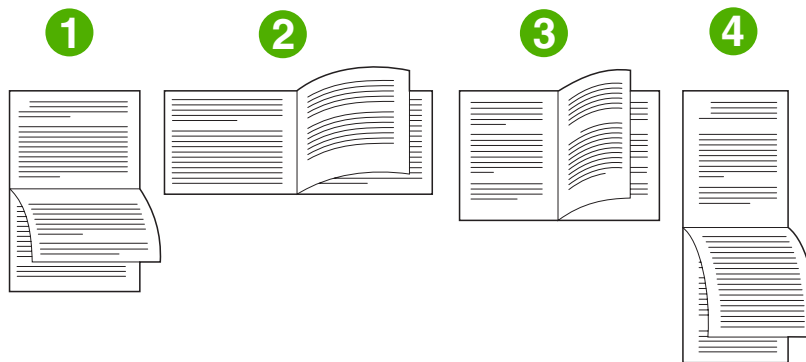
1. Long-edge landscape	Every other printed image is oriented upside-down. Facing pages are read continuously from top to bottom.
2. Short-edge landscape	Every printed image is oriented right-side-up. Facing pages are read from top to bottom.
3. Long-edge portrait	This is the default setting, and the most common layout used. Every printed image is oriented right-side-up. Facing pages are read from top to bottom.
4. Short-edge portrait	Every other printed image is oriented upside-down. Facing pages are read continuously from top to bottom.

Print multiple pages on one sheet of paper in Windows

You can print more than one page on a single sheet of paper.
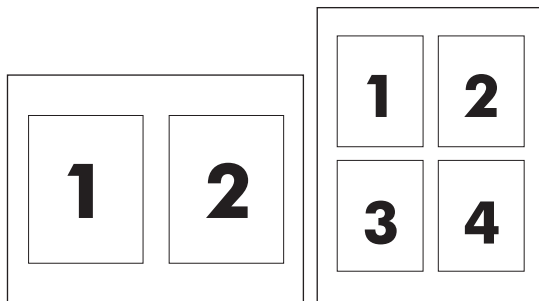
1. On the **File** menu in the software program, click **Print**.

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

3. Click the **Finishing** tab.

4. In the section for **Document Options**, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).

5. If the number of pages is greater than 1, select the correct options for **Print Page Borders** and **Page Order**.

    ● If you need to change the page orientation, click **Portrait** or **Landscape**.

6. Click **OK**. The product is now set to print the number of pages per sheet that you have selected.

Create booklets

You can copy two pages on one sheet of paper so you can fold the pages in the center to form a booklet. The device arranges the pages in the correct order. For example, if the original document has eight pages, the device prints pages 1 and 8 on the same sheet.

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

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

3. Click the **Finishing** tab.

4. Select **Print On Both Sides**.

5. In the drop-down box for **Booklet Layout**, select either **Left Edge Binding** or **Right Edge Binding**. The **Pages per Sheet** setting automatically changes to 2 pages per sheet.

6. Click **OK**.

Shift images on the page

You can adjust the placement of the image on the page toward any edge.

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

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

3. Click the **Output** tab.

4. Click **Image shift settings...**.

    ●   You can adjust the front and back sides independently by specifying measurements for **Front side shift** and **Back side shift**.

    ●   You can adjust the front and back sides by the same amount, but in opposite directions. This is useful for creating a wider margin along the binding edge. Select **Front side shift**, specify the settings, and then select **Mirror front side**.

    ●   Select **Reduce to fit** to shrink the image to accommodate increased margins.

Use the HP Digital Imaging Options dialog box

Use **HP Digital Imaging Options** to print better-quality photos and images.

Open the HP Digital Imaging Options dialog box

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

2. Select the driver, and then click **Properties**.

3. Click the **Paper/Quality** tab, and then click the **HP Digital Imaging** button.

The following options are available on the **HP Digital Imaging Options** dialog box:

●   **Contrast Enhancement**: Enhance colors and contrast for washed-out photos. Click **Automatic** to allow the printer software to brighten areas of photos that need adjustment.

●   **Digital Flash**: Adjust the exposure in dark areas of photos to bring out detail. Click **Automatic** to allow the printer software to balance lightness and darkness.

●   **SmartFocus**: Enhance the image quality and clarity of low resolution images such as those downloaded from the Internet. Click **On** to allow the printer software to sharpen details in the image.

●   **Sharpness**: Adjust the image sharpness to your preference. Click **Automatic** to allow the printer software to set the level of sharpening for the image.

●   **Smoothing**: Soften an image. Click **Automatic** to allow the printer software to set the level of smoothing for the image.

Set the stapling options

Configure the driver to recognize the finisher

If the HP Multifunction Finisher is installed, but the stapling options do not appear in the printer driver, you need to configure the driver to recognize the finisher.

1. Click **Start**, click **Settings**, and then click **Printers** or **Printers and Faxes**.

2. Right-click the driver icon, and then select **Properties**.

3. Click the **Device Settings** tab. (The **Device Settings** tab is not available from within software programs.)

4. In the area for configuring installable options, select the HP Multifunction Finisher, and then click **OK**.

Set the stapling options for each job

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

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

3. Click the **Output** tab.

4. In the **Staple** box, select the stapling option that you want to use for the print job.

5. Click **OK**.

Set the color options

Options on the **Color** tab control how colors are interpreted and printed from software programs.

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

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

3. Click the **Color** tab.

4. In the **Color Options** area, select the option that you want to use.

5. Click **More color options...** to open the **Advanced Color Settings** dialog box. Adjust the individual settings for cyan, magenta, yellow, and black. Click **OK**.

6. In the **Color Themes** area, select the **RGB Color** option that you want to use.

7. Click **OK**.

Use the Services tab

If the device is connected to a network, use the **Services** tab to obtain device and supply-status information. Click the **Device and Supplies status** button to open the **Device Status** page of the embedded Web server. This page shows the current status of the device, the percentage of life remaining for each supply, and information for ordering supplies.

Print from a Macintosh computer

The device comes with printer drivers that the computer uses to communicate with the device. Printer drivers provide access to device features, such as printing on custom-sized paper, resizing documents, and inserting watermarks.

The printer drivers include online Help that has instructions for common printing tasks and also describes the buttons, checkboxes, and drop-down lists that are in the printer driver.

NOTE: Make sure that the device is available in the list of printers before sending a print job to the device.

Macintosh printer driver features

NOTE: Settings in the printer driver and software program generally override control-panel settings. Software-program settings generally override printer-driver settings.

Select a tray

You can print all pages on the same paper, or you can print the first page on one type of paper and print the remaining pages on a different type of paper.

1. On the **File** menu, click **Print**.

2. Open the **Paper Feed** menu.

3. To print all pages on the same paper, select **All pages from**, and then open the drop-down list and select which tray to use.

4. To print the first page on a different type of paper than the remaining pages, select **First page from**, open the drop-down list, and select the tray. Also select the tray for **Remaining pages from**.

Select an output bin

1. On the **File** menu, click **Print**.

2. Open the **Finishing** menu.

3. On the **Finishing** tab, next to **Output Destination**, select which output bin to use.

    NOTE: All stapled output is delivered to Output Bin 5.

Select a paper type

Rather than instructing the device to use a specific tray, you can specify that the job is printed on a particular type of paper. The device uses a tray that contains that type of paper, or it prompts you to load the correct type.

1. On the **File** menu, click **Print**.

2. Open the **Finishing** menu.

3. On the **Finishing** tab, next to **Media Type**, select the type of paper to use.

Set the color quality

1. On the **File** menu, click **Print**.

2. Open the **Color/Quality Options** menu, and select the **Basic** tab.

3. To print in color, select **Color Print**. Next to **Color Quality**, select either **Professional** or **General Office**.

Store jobs

You can store jobs on the device so you can print them at any time. You can share stored jobs with other users, or you can make them private.

1. On the **File** menu, click **Print**.

2. Open the **Job Storage** menu.

3. Next to **Job Storage Mode**, select the type of stored job.

4. If you selected **Stored Job** or **Personal Job** in the previous step and you selected **Use PIN To Print**, type a 4-digit number in the box. When other people attempt to print this job, the device prompts them to type this PIN number.

Create and use presets

Use presets to save the current printer driver settings for reuse.

Create a preset

1. On the **File** menu, click **Print**.

2. Select the print settings.

3. In the **Presets** box, click **Save As...**, and type a name for the preset.

4. Click **OK**.

Use presets

1. On the **File** menu, click **Print**.

2. In the **Presets** menu, select the preset that you want to use.

NOTE: To use printer-driver default settings, select the **Standard** preset.

Use watermarks

A watermark is a notice, such as "Confidential," that is printed in the background of each page of a document.

1. On the **File** menu, click **Print**.

2. Open the **Watermarks** menu.

3. Next to **Mode**, select the type of watermark to use. Select **Watermark** to print a semi-transparent message. Select **Overlay** to print a message that is not transparent.

4. Next to **Pages**, select whether to print the watermark on all pages or on the first page only.

5. Next to **Text**, select one of the standard messages, or select **Custom** and type a new message in the box.

6. Select options for the remaining settings.

📝 **NOTE:** Transparent watermarks are not available for all applications.

Resize documents

You can scale a document to fit on a different size of paper.

1. On the **File** menu, click **Print**.

2. Open the **Paper Handling** menu.

3. In the area for **Destination Paper Size**, select **Scale to fit paper size**, and then select the size from the drop-down list.

4. If you want to use only paper that is smaller than the document, select **Scale down only**.

Print on a custom paper size

You can print on a custom paper size.

1. On the **File** menu, click **Page Setup**.

2. (OS X v10.3) From the **Settings** drop-down list, select **Custom Paper Size**, and specify the dimensions.

   -or-

   (OS X v10.4 and later) From the **Paper Size** drop down list, select **Manage Custom Sizes**, add the new size, and then specify the dimensions.

Print a cover page

You can print a separate cover page for your document that includes a message (such as "Confidential").

1. On the **File** menu, click **Print**.

2. On the **Cover Page** pop-up menu, select whether to print the cover page **Before document** or **After document**.

3. In the **Cover Page Type** pop-up menu, select the message that you want to print on the cover page.

📝 **NOTE:** To print a blank cover page, select **Standard** as the **Cover Page Type**.

Print on both sides of the paper

You can automatically print on both sides of a page.

1. Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper, see Load special types of paper on page 25.

2. On the **File** menu, click **Print**.

3. Open the **Layout** pop-up menu.

4. Next to **Two-Sided**, select either **Long-Edge Binding** or **Short-Edge Binding**.

   📝 **NOTE:** For OS X v10.5, a default binding value may appear if you had checked **Two-Sided** first.

Print multiple pages on one sheet of paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.
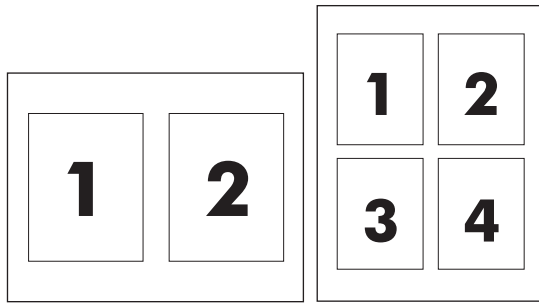
1. On the **File** menu, click **Print**.

2. Click the **Layout** pop-up menu.

3. Next to **Pages per Sheet**, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).

4. Next to **Layout Direction**, select the order and placement of the pages on the sheet.

5. Next to **Border**, select the type of border to print around each page on the sheet.

Create booklets

You can copy two pages on one sheet of paper so you can fold the pages in the center to form a booklet. The device arranges the pages in the correct order. For example, if the original document has eight pages, the device prints pages 1 and 8 on the same sheet.

1. On the **File** menu, click **Print**.

2. Open the **Finishing** menu.

3. On the **Booklet Printing** tab, select **Format Output As Booklet**.

4. If the last page of the original document should be placed as the back cover of the booklet, select **Last Page Is Back Cover**.

5. Next to **Page Order**, select whether the pages should be bound on the left or right edge.

6. Next to **Scaling**, select **Proportional**, or **Fit To Page**.

7. Next to **Paper For Booklet**, select the paper size to use.

Shift images on the page

You can adjust the placement of the image on the page toward any edge.

1. On the **File** menu, click **Print**.

2. Open the **Finishing** menu.

3. On the **Image Shift** tab, select the appropriate settings.

   - You can adjust the front and back sides independently by specifying measurements for **Front Side Shift** and **Back Side Shift**.

   - You can adjust the front and back sides by the same amount, but in opposite directions. This is useful for creating a wider margin along the binding edge. Select **Front Side Shift**, specify the settings, and then select **Mirror Front Side**.

   - Select **Reduce to Fit** to shrink the image to accommodate increased margins.

Set the stapling options

If the HP Multifunction Finisher is installed, you can staple documents.

1. On the **File** menu, click **Print**.

2. Open the **Finishing** menu, and select **Output Bin 5** for the **Output Destination**.

3. On the **Finishing** tab, next to **Finishing Options** or **Staple**, select the stapling option that you want to use.

Set the color options

Use the **Color/Quality Options** menu to control how colors are interpreted and printed from software programs.

1. On the **File** menu, click **Print**.

2. Open the **Color/Quality Options** menu.

3. Select the color options that you want to use.

Use the Services menu

If the device is connected to a network, use the **Services** menu to obtain device and supply-status information.

1. On the **File** menu, click **Print**.

2. Open the **Services** menu.

3. Select a maintenance task from the drop-down list, and then click **Launch**. The embedded Web server opens to the page that provides the information for the task that you selected.

3 Maintain the device

This chapter contains information about the following topics:

- Replace ink cartridges
- Replace staple cartridges
- Clean the device

Replace ink cartridges

The device uses four color ink cartridges and one bonding agent cartridge. The bonding agent adheres the ink to the paper and improves the durability of the printed output.

A message appears on the control panel whenever a cartridge needs to be replaced. The control-panel message tells you which cartridge needs to be replaced.

An ink cartridge expires twelve months after the date of installation if it is installed prior to the install-by date shown on the ink cartridge package. If it is installed after the install-by date, the ink cartridge will expire in less than twelve months.
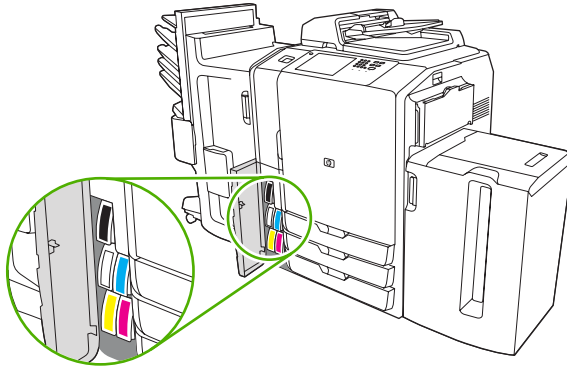
NOTE: The bottom of each cartridge has a unique shape so it fits only into its corresponding slot.

1. Open the ink-cartridge door.
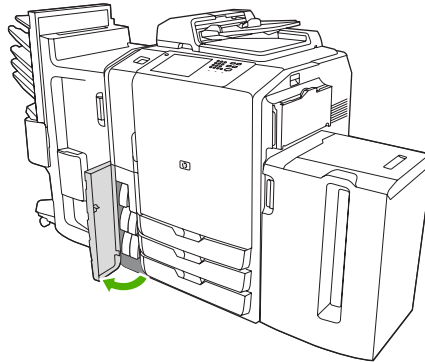
2. Push the cartridge back and then up to release it, then pull the cartridge straight out.
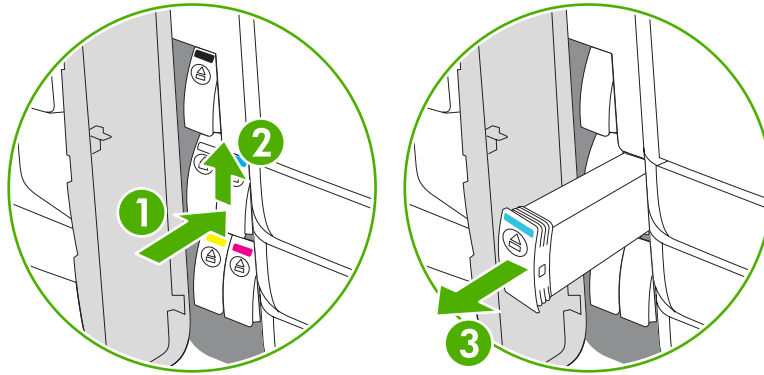
3. Push the new cartridge straight in until it locks into place.
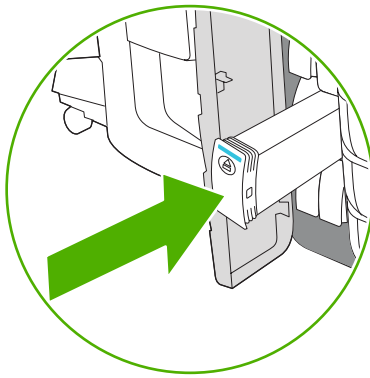
4. Please return your genuine HP supplies for recycling to Hewlett-Packard. For more information, please visit us at www.hp.com/go/recycle.

NOTE: On the Supplies Status Page, the HP logo only appears in front of the supply name when genuine HP supplies are used.

Replace staple cartridges

A message appears on the control panel whenever a staple cartridge needs to be replaced. The optional HP Multifunction Finisher has two staplers. Stapler 1 is on the right, closest to the device. Stapler 2 is to the left and above Stapler 1. The control-panel message indicates which stapler is empty.

△ **CAUTION:** To avoid injury, do not reach into the device to change the staple cartridge while the device is operating.

1. Open the stapler door.
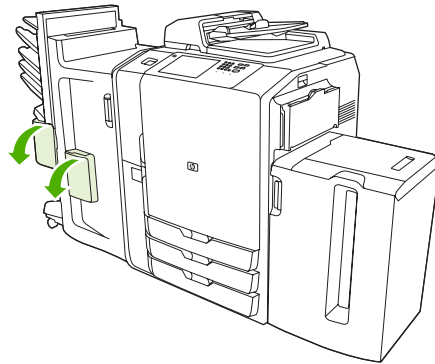
2. To remove the staple cassette, pull forward on the green lever that is on the front of the staple cassette, and then pull the staple cassette straight out.
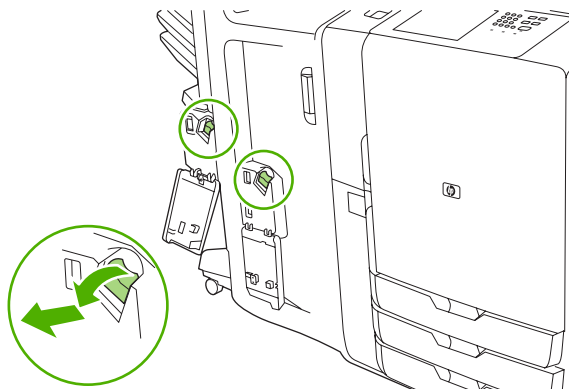
3. To remove the staple cartridge from the cassette, push in at the arrow on each side and then pull up to release the cartridge.
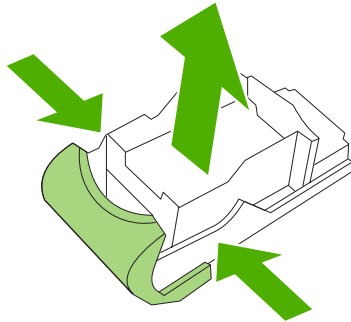
4. Insert the new staple cartridge into the staple cassette. Push the cartridge straight down until it snaps into place.
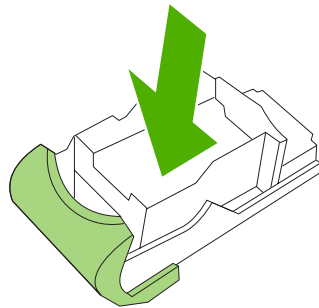
5. Push the staple cassette straight into the slot.
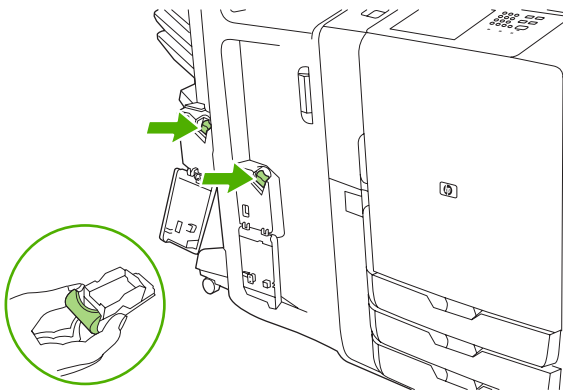
6. Rotate the green lever up until it snaps into place.
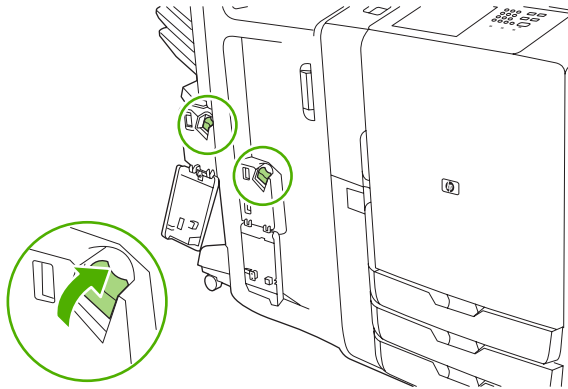
7. Close the stapler door.

Clean the device

The device does not need to be cleaned often. However, if dirt is visible on the flatbed glass or on the white-vinyl backing, or if streaks or spots appear in copies, clean the flatbed glass and the white-vinyl backing. Clean the outside of the device and the touchscreen periodically to avoid getting dirt on the flatbed glass and the white-vinyl backing.

Use the following information to clean the device.

Clean the outside of the device
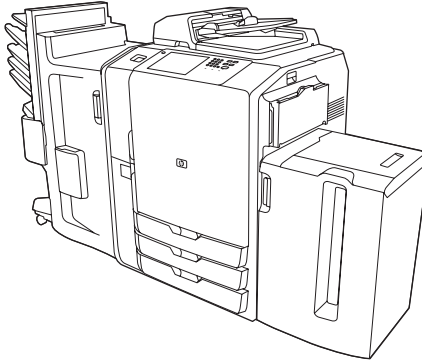
Clean the outside of the device with a soft, lint-free cloth dampened with water, or with water and a mild detergent.

Clean the touchscreen
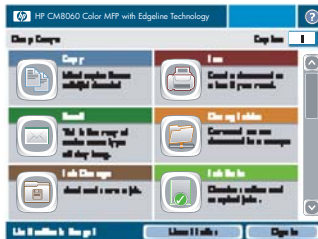
Clean the touchscreen by gently wiping it with a lint-free cloth dampened with water. Do not pour or spray water directly onto the touchscreen. Do not use any other liquid. Solvents and cleaners can damage the touchscreen.

Clean the flatbed glass
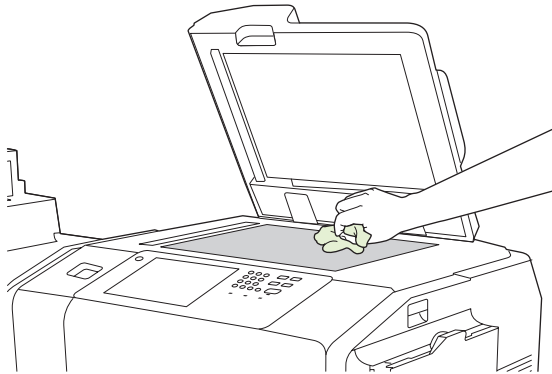
Clean the flatbed glass only if dirt is visible or if streaks or spots appear in copies.

Gently wipe the glass with a lint-free cloth dampened with water. If water does not work, use a cloth dampened with isopropyl alcohol. Do not pour or spray the cleaner directly onto the glass. Do not press hard on the glass.

Clean the glass scanner strip
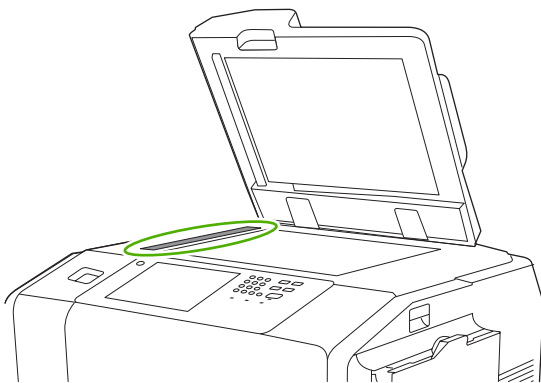
The small glass strip that is to the left of the flatbed glass has a special coating. Use only gentle pressure when cleaning this glass strip. Wipe the glass scanner strip with a clean, dry lint-free cloth. Only if necessary, use a slightly water-dampened lint-free cloth to clean the glass strip.

CAUTION: Never pour or spray liquids directly onto the glass scanner strip. Only use gentle pressure when cleaning the glass scanner strip.

Clean the white-vinyl backing
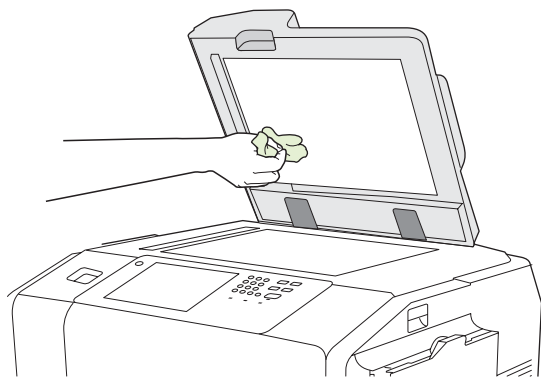
Clean the white-vinyl backing that is under the flatbed cover only if dirt is visible or if spots appear in copies.

Gently wipe the backing with a lint-free cloth dampened with water. If water does not work, use a cloth dampened with isopropyl alcohol. Do not pour or spray the cleaner directly onto the backing.

4 Solve problems

This chapter contains information about the following topics:

- System administrator
- Problem-solving checklists
- Control-panel messages
- Clear jams

System administrator

The system administrator is a person in your organization who is responsible for configuring and maintaining the device. This person has access to more in-depth information about solving problems. You should be able to resolve basic problems without the help of the system administrator. If you discover a problem that you cannot resolve, contact the system administrator for help.

Problem-solving checklists

If the device is not responding correctly, complete the steps in the following checklists. If you discover a problem that you cannot resolve, contact the system administrator for help.

Problems with all jobs

1. Make sure at least one status light on the control panel is lit. If no lights are on, complete these steps:

    a. Press the on/off button on the control panel.

    b. Check the master power switch at the right-rear corner of the device. Make sure it is in the on position.

    c. Check the power cable to see if it is securely connected at both ends.

    d. Check the power source by plugging the device directly into the wall or into a different outlet.

2. If the device is receiving power but is not responding, check the cabling. Make sure the network cable is secure.

3. Check the status line on the control panel for messages. See Control-panel messages on page 79.

Problems with copy and scan jobs

1. For copy jobs, make sure that paper is loaded in the tray you are trying to use.

2. If you are trying to use the document feeder, try scanning from the glass. If the job is successful, the problem is with the document feeder. Contact the system administrator.

3. If you cannot scan with the document feeder or from the glass, the problem is with the scanner mechanism. Contact the system administrator.

Problems with print jobs

1. Make sure that paper is loaded in the tray you are trying to use.

2. Print a configuration page. From the Home screen, touch Administration. Touch Information, and then touch Configuration Page.

    a. If the configuration page does not print, make sure paper is loaded in the tray. Also check the control panel to see if the page has jammed inside the device. See Clear jams on page 80.

    If the tray has paper and the page did not jam, the problem is with the device hardware. Contact the system administrator.

    b. If the configuration page prints, the device hardware is printing correctly. The problem is with the computer, the printer driver, the network, or with the software program. Continue with the next step.

3. At the computer, check to see if the print queue is stopped, paused, or set to print offline.

   - **Windows**: Click **Start**, click **Settings**, and then click **Printers** or **Printers and Faxes**. Double-click **HP CM8060 Color MFP with Edgeline Technology**.

   - **Macintosh**: Open **Print Center**, or **Setup Utilities**, or **Print and Fax** under **System Preferences**, and double-click the line for the **HP CM8060 Color MFP with Edgeline Technology**.

4. Try printing a document from a different software program. If the document prints, the problem is with the software program that you are using.

5. Try sending a print job from a different computer. If the document prints, the problem is with the computer you are using.

6. If you cannot identify the source of the problem, contact the system administrator for help.

Control-panel messages

The status line on the touchscreen alerts you of potential problems with the device.

Errors: If the device has an error, a message appears that describes the error. The message also has instructions for solving the problem. The error button () remains on the status line until the error is resolved.

Warnings: The warning button () appears when the device has a problem but can continue functioning. Touch the warning button to see a message that describes the problem. The message also has instructions for solving the problem.

If you are unable to resolve any error or warning messages, contact the system administrator for help.

Clear jams

If a jam occurs, a message appears on the control panel to describe where the jam is located. The message also contains instructions for finding the jam, including a short video that shows which components to move and which doors to open.

Precautions for clearing jams

WARNING!   To avoid injury, do not touch moving parts. Do not reach into the device except to clear jams, to replace ink cartridges, or to add or remove paper.

WARNING!   To avoid injuring your fingers, do not attempt to clear a staple jam while the device is processing other jobs. Wait until the control-panel message prompts you to clear the jam.

CAUTION: To protect the printheads from electrostatic discharge, be sure to touch the horizontal metal bar to ground yourself before clearing jams that are near the printheads. The printheads are above the print-drum area.

CAUTION: Be careful not to get ink on your skin or clothes when clearing jams. If ink gets on your skin or clothes, wash with warm soap and water.

Method for clearing jams

1. On the device, lighted amber arrows indicate which door to open to find the jam. Open the door and look for more lighted amber arrows. The lights indicate which component to open next in order to locate the jammed paper.
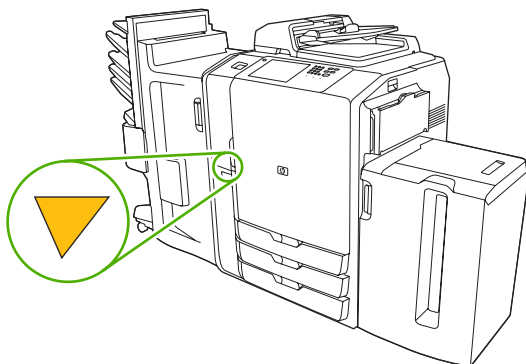
NOTE: Open only the doors and panels indicated by the lights.

2. To remove the jammed paper, grasp it and carefully pull it out of the device. If the paper tears, be sure to remove all of the torn pieces.

3. After clearing the jam, close all the doors. Before it continues processing the job, the device clears any remaining paper in the paper path. The device reprints the jammed pages and then continues printing the job.

Prevent jams

Follow these guidelines to prevent jams.

- When loading paper into the trays, always make sure the tray is configured for the correct type of paper.

- Load full reams of paper into Trays 2, 3, 4, and 5. Do not divide the reams into smaller sections when loading paper.

- Use only the types of paper that the device supports. See Copy on page 28.

- When using the document feeder, remove staples, paper clips, adhesive papers, and any other objects that are attached to the original document.

- Always feed paper short-edge first. See the labels on each tray for the correct way to load paper.

- When loading Edgeline Glossy paper into Tray 1, fan the paper stack to separate the sheets before placing them in the tray. This helps prevent the sheets from sticking together.

- Before using any paper, verify that it is of good quality and is free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, curls, or bent corners.

△ **CAUTION:** To prevent jams and to maintain print quality, make sure that each tray is configured correctly for the paper type it contains.

A Regulatory statements

This appendix contains information about the following topics:

FCC regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

NOTE: Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class A limits of Part 15 of FCC rules.

Declaration of conformity

Declaration of Conformity
according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name:	Hewlett-Packard Company
Manufacturer's Address:	60 Alexandria Terrace,
	#07-01 The Comtech
	Singapore, 118502,

declares, that the product

Product Name:	HP CM8060/CM8050 MFP
Regulatory Model:	VCVRA-0609
Product Options:	All

conforms to the following Product Specifications:

SAFETY:	IEC 60950-1:2001 / EN60950-1: 2001
	IEC 60825-1:1993 +A1+A2 / EN 60825-1:1994 +A1 +A2 (Class 1 for LEDs)
EMC:	EN55022: 1998 +A1 +A2 / Class A / CISPR 22:1997 +A1 +A2 Class A
	EN 55024:1998 / A1:2001 / A2:2003 / CISPR 24:1997
	EN 61000-3-2:2000
	EN 61000-3-3:1995 +A1
	FCC Title 47 CFR, Part 15 Class A

Supplementary Information:

The product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC, and carries the CE-Marking accordingly.

The product was tested in a typical configuration.

This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

For regulatory purposes, this product is assigned a Regulatory Model Number (RMN). This number should not be confused with the product name or number.

Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment no expressly approved by Hewlett-Packard Company may cause harmful interference, and void your authority to operate this equipment.

For Regulatory Topics Only:

European Contact	Hewlett-Packard Gmbh, Department HQ-TRE, Herrenberger Strasse 140, Böblingen, D-71034, Germany
USA Contact	Product Regulations Manager, Hewlett-Packard Company, PO Box 8906 Vancouver, WA 98668-8906, USA

Hewlett-Packard limited warranty statement

HP PRODUCT	DURATION OF LIMITED WARRANTY
HP CM8050/CM8060 Color MFP with Edgeline Technology	90 days (parts only)

HP warrants to the initial purchaser that HP hardware and accessories will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either provide component parts or replace entire products which prove to be defective. Replacement parts or products may be either new or equivalent in performance to new. These replacement parts or products must be installed by an HP qualified service technician. HP may replace the entire product only if, in HP's discretion, service history, diagnosis and troubleshooting indicate that replacement is warranted. This warranty is limited to replacement parts only. Cost of labor is not covered under this warranty.

HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software which does not execute its programming instructions due to such defects.

HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

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