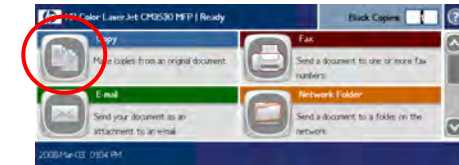
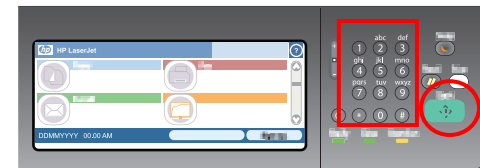
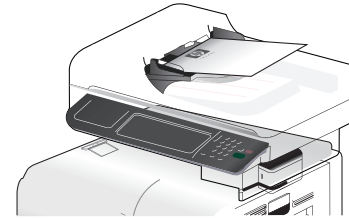




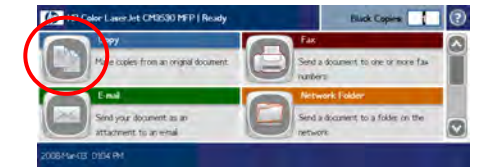
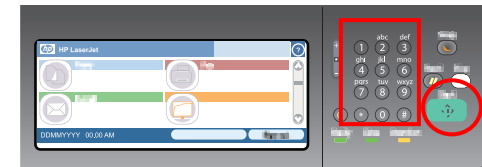
Copy using the automatic document feeder

How do I?	Steps to perform
Copy from the document feeder	<ol style="list-style-type: none"><li data-bbox="730 347 1344 403">1 Place the document into the document feeder with the pages facing up.<li data-bbox="730 582 1344 662">2 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 the Start button. <p data-bbox="766 766 1323 821">To use customized settings, touch the Copy button. Specify the settings, and then press the Start button.</p>



Copy using the scanner glass

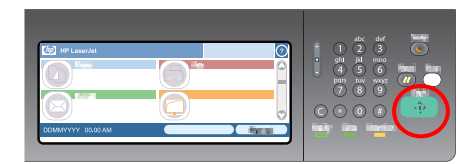
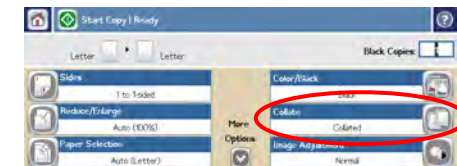
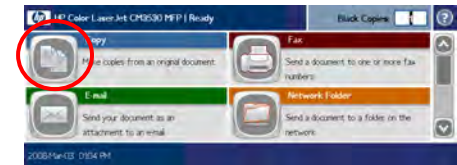
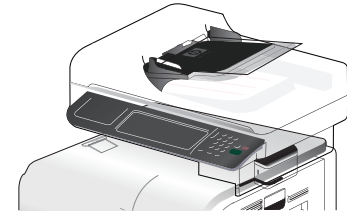
How do I?	Steps to perform
Copy from the scanner glass	<ol style="list-style-type: none"><li data-bbox="730 316 1297 400">1 Place original documents face-down on the glass. Align the corner of the original with the upper-left corner of the glass.<li data-bbox="730 539 1346 624">2 To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press the Start button. <p data-bbox="764 724 1329 778">To use customized settings, touch the Copy button. Specify the settings, and then press the Start button.</p>





Collate my copy job

How do I?	Steps to perform
Collate my copy job	<ol style="list-style-type: none"><li data-bbox="720 316 1323 375">1 Place the original face-up in the document feeder or face-down on the glass.<li data-bbox="720 547 1323 606">2 Use the numeric keypad to change the number of copies. Touch Copy.<li data-bbox="720 722 1134 782">3 Touch Collate, and then touch On.<li data-bbox="720 898 903 957">4 Press Start.

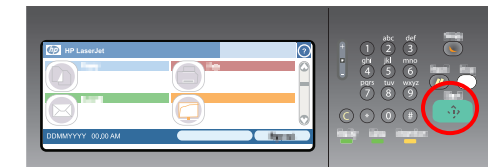
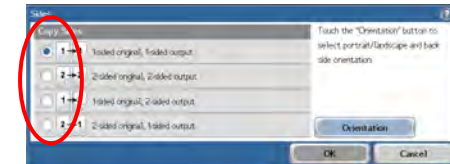
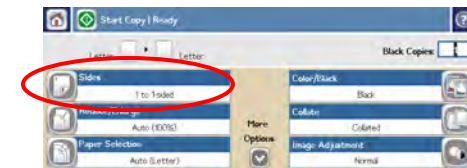
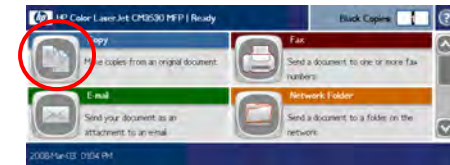
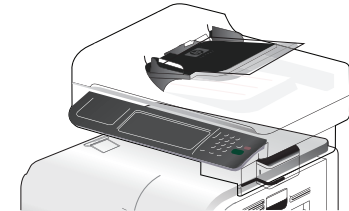


HP Color LaserJet CM3530 MFP Series – Copy



Copy on both sides (duplex)

How do I?	Steps to perform
Copy two-sided documents	<ol style="list-style-type: none"><li data-bbox="720 316 1323 375">1 Place the original face-up in the document feeder or face-down on the glass.<li data-bbox="720 547 1323 606">2 Use the numeric keypad to change the number of copies. Touch Copy.<li data-bbox="720 726 913 758">3 Touch Sides.<li data-bbox="720 909 1323 1021">4 If the original is printed on one side, touch 1-sided original, 2-sided output. If the original is printed on both sides, touch 2-sided original, 2-sided output. Touch OK.<li data-bbox="720 1093 903 1125">5 Press Start.

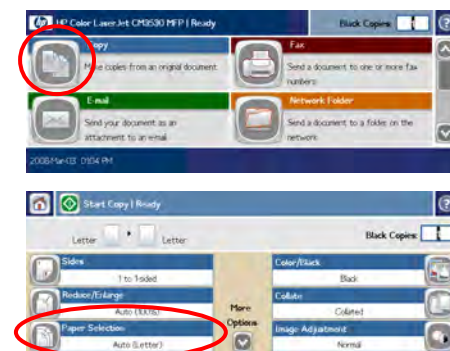
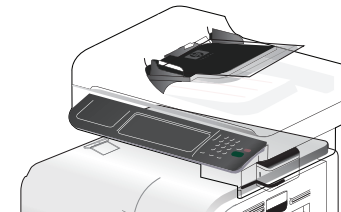
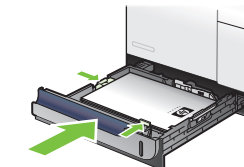
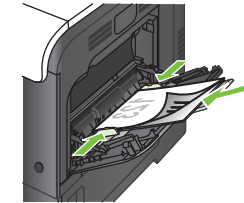


HP Color LaserJet CM3530 MFP Series – Copy



Copy on special paper, labels, transparencies

How do I?	Steps to perform
<p>Copy on special paper, labels, transparencies</p>	<p>Tray 1</p> <ul style="list-style-type: none">• Load paper face down• Top edge leading into the product <p>Tray 2</p> <ul style="list-style-type: none">• Load paper face up• Top edge at the right side of the tray <ol style="list-style-type: none">1 Place the original face-up in the document feeder or face-down on the glass.2 Use the numeric keypad to change the number of copies. Touch Copy.3 Touch Paper Selection, and then touch a tray.4 Verify the size and type, and then touch OK.5 Press Start.

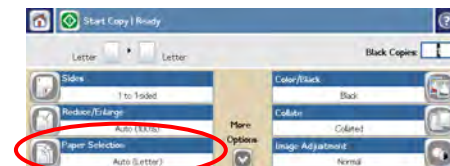
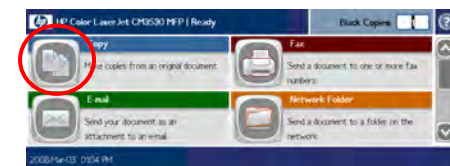
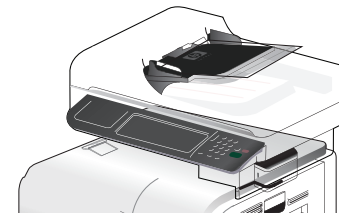
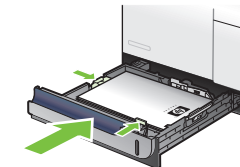
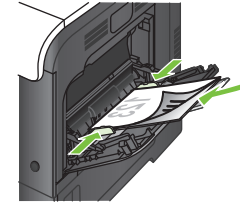


HP Color LaserJet CM3530 MFP Series – Copy



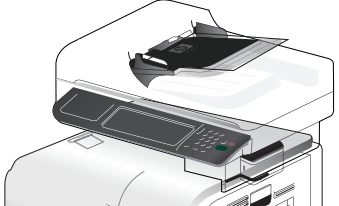
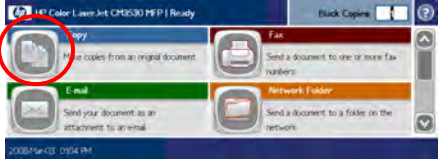
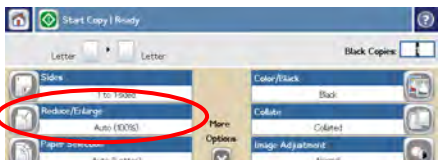

Copy on pre-printed letterhead or forms

How do I?	Steps to perform
Copy on pre-printed letterhead or forms	<p>Tray 1</p> <ul style="list-style-type: none">• Load paper face down• Top edge leading into the product <p>Tray 2</p> <ul style="list-style-type: none">• Load paper face up• Top edge at the right side of the tray <ol style="list-style-type: none">1 Place the original face-up in the document feeder or face-down on the glass.2 Use the numeric keypad to change the number of copies. Touch Copy.3 Touch Paper Selection, and then touch a tray.4 Verify the size and type, and then touch OK.5 Press Start.





Reduce or enlarge the image

How do I?	Steps to perform
Reduce and enlarge copies	<ol style="list-style-type: none">1 Place the original face-up in the document feeder or face-down on the glass.2 Use the numeric keypad to change the number of copies. Touch Copy.3 Touch Reduce/Enlarge.4 Touch one of the selections; or, to use a custom percentage, touch Scaling, enter the percentage, and touch OK.5 Touch OK.6 Press Start.    



HP Color LaserJet CM3530 MFP Series – Copy



Copy mixed-size originals

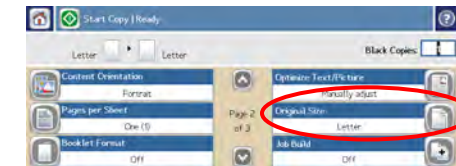
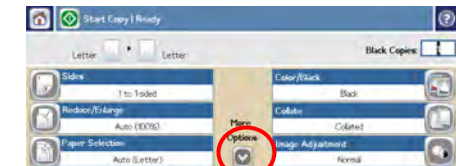
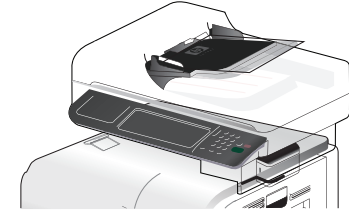
How do I?

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. For example, you could combine Letter and Legal sizes, or you could combine A4 and A5 sizes.

Steps to perform

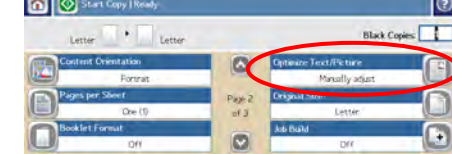
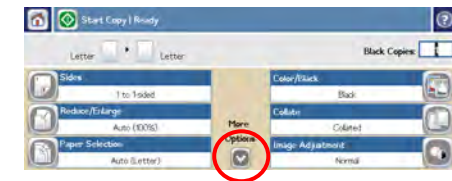
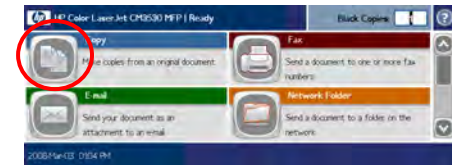
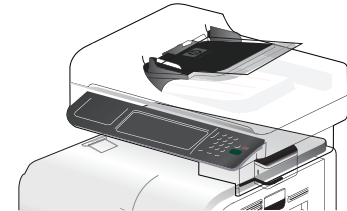
- 1 Arrange the sheets in the original document so they all have the same width.
- 2 Place the sheets face-up into the document feeder, and adjust both paper guides against the document.
- 3 Use the numeric keypad to change the number of copies. Touch **Copy**.
- 4 Touch **More Options**.
- 5 Touch **Original Size**.
- 6 Touch **Mixed Letter/Legal**, and then touch **OK**.
- 7 Press **Start**.





Copy photos



How do I?	Steps to perform
Copy printed pictures or photos	<ol style="list-style-type: none"><li data-bbox="730 316 1318 371">1 Place the sheets face-up into the document feeder, and adjust both paper guides against the document.<li data-bbox="730 544 1293 600">2 Use the numeric keypad to change the number of copies. Touch Copy.<li data-bbox="730 724 1003 748">3 Touch More Options.<li data-bbox="730 908 1094 932">4 Touch Optimize Text/Picture.<li data-bbox="730 943 1287 999">5 Touch Printed Picture or Photograph, and then touch OK.<li data-bbox="730 1091 898 1115">6 Press Start.



HP Color LaserJet CM3530 MFP Series – Copy



Make my copy look better

How do I?	Steps to perform
Clean the scanner glass	<p>Clean the scanner glass by wiping it gently with a clean, slightly damp, lint-free cloth. Use an ammonia-based surface cleaner only when a water-dampened cloth does not clean the scanner glass.</p> 
Clean the document feeder	<p>Clean the document-feeder backing by wiping it with a clean, damp, lint-free cloth. Use an ammonia-based surface cleaner only when a water-dampened cloth does not clean the components.</p> 
Adjust copy quality Note: This procedure applies to any type of scanned document including copying, sending to e-mail, sending to a network folder, or faxing.	<ol style="list-style-type: none">1 Touch Copy.2 Touch Image Adjustment.3 Adjust the Darkness setting to increase or decrease the amount of black.4 Increase the Background Cleanup setting to remove faint images from the background or to remove a background color. Decrease the Background Cleanup setting if you are having trouble copying a faint image on the page.5 Adjust the Sharpness setting to clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photographs appear smoother. 