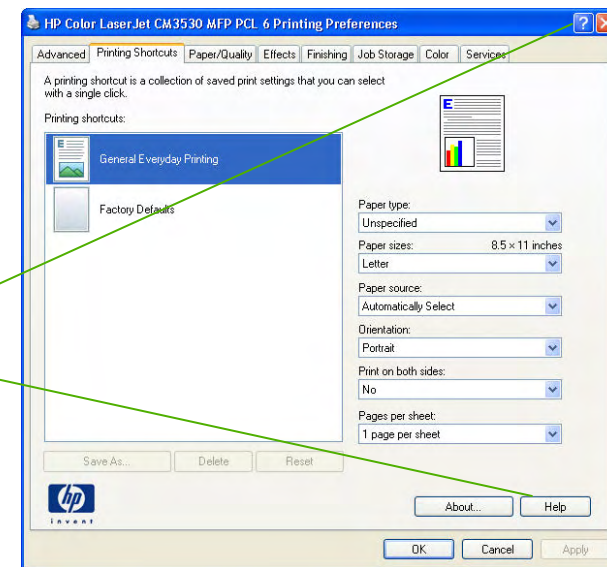


HP Color LaserJet CM3530 MFP Series – Print tasks

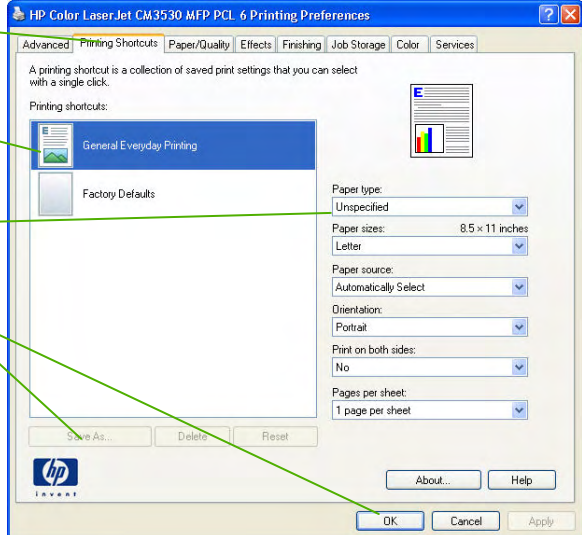


Use features in the Windows driver

How do I?	Steps to perform
Open the printer driver	<p>On the File menu in the software program, click Print. Select the printer, and then click Properties or Preferences.</p>
Get help for any printing option	<p>Click the ? symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click Help to open the online Help.</p>

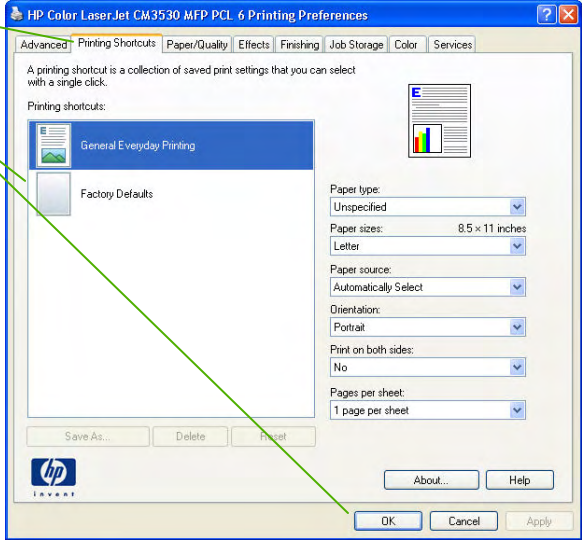

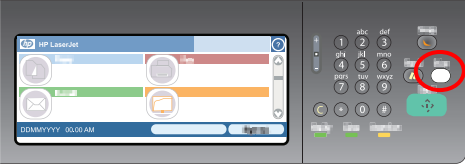




How do I?	Steps to perform	
<p data-bbox="92 300 457 336">Create a printing shortcut</p> <p data-bbox="92 435 684 547">NOTE: Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.</p>	<ol data-bbox="716 284 1270 630" style="list-style-type: none">1 Open the printer driver and click the Printing Shortcuts tab.2 Select an existing shortcut as a base.3 Select the print options for the new shortcut.4 Click Save As, type a name for the shortcut, and click OK.	





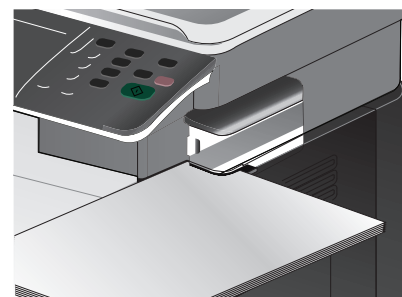
How do I?	Steps to perform
<p data-bbox="92 300 420 336">Use a printing shortcut</p> <p data-bbox="92 435 684 547">NOTE: Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.</p>	<ol data-bbox="716 272 1323 416" style="list-style-type: none"> 1 Open the printer driver and click the Printing Shortcuts tab. 2 Select one of the shortcuts, and then click OK to print the job with the predefined settings. 
<p data-bbox="92 959 688 1031">Cancel a print job from the product control panel</p>	<ol data-bbox="716 935 1323 1086" style="list-style-type: none"> 1 Press the stop button  on the control panel. 2 From the list on the touchscreen, touch the print job you want to delete, and touch the Cancel Job button. 3 Touch the Yes button. 4 Touch the OK button to return to the Ready state. 





Staple documents (HP Color LaserJet CM3530fs MFP)

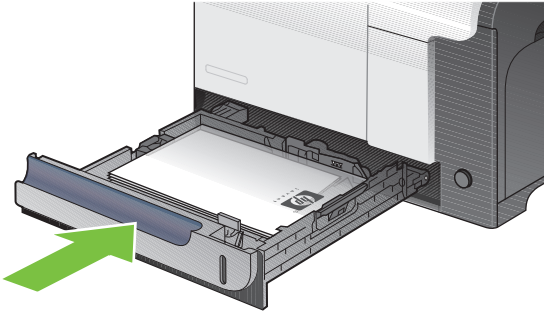
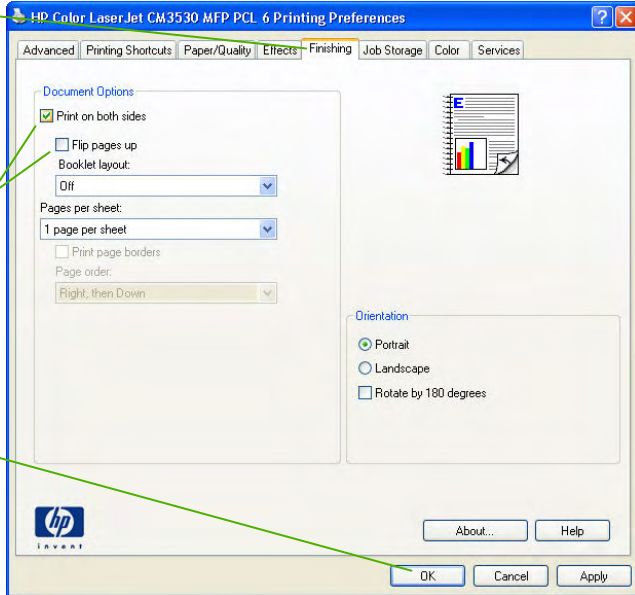
How do I?	Steps to perform
<p>Use the convenience stapler</p>	<ol style="list-style-type: none"><li data-bbox="730 316 1339 427">1 Insert up to 20 sheets of media (80 g/m² or 20 lb) into the slot in the stapler door. Insert fewer sheets to staple if the media weight is heavier than 80 g/m² or 20 lb. CAUTION: Do not use the convenience stapler to staple plastic, cardboard, or wood. Damage to the convenience stapler can result from attempting to staple these materials.<li data-bbox="730 619 1339 699">2 Wait for the stapler to staple the sheets. When it is inserted all the way into the stapler slot, the media should trigger the stapler mechanism.<li data-bbox="730 938 1339 1082">3 Remove the stapled media from the slot. Note: If you are unable to remove the media after stapling, carefully open the stapler door and then slide your document out.



HP Color LaserJet CM3530 MFP Series – Print tasks



Print on both sides (duplex)

How do I?	Steps to perform
Automatically print on both sides (duplex)	<p data-bbox="716 316 1066 341">4 Load paper face-up in Tray 2.</p>  <p data-bbox="716 722 1289 748">5 Open the printer driver and click the Finishing tab.</p> <p data-bbox="716 943 1289 1026">6 In the printer driver, select the Print on both sides check box. If you will bind the document along the top edge, select the Flip pages up check box.</p> <p data-bbox="716 1161 1121 1187">7 Click the OK button to print the job.</p> 





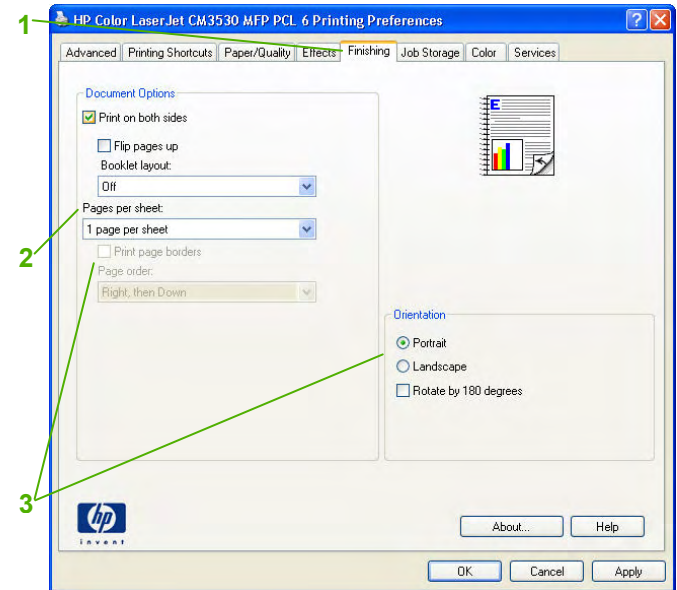
Print multiple pages per sheet

How do I?

Print multiple pages per sheet

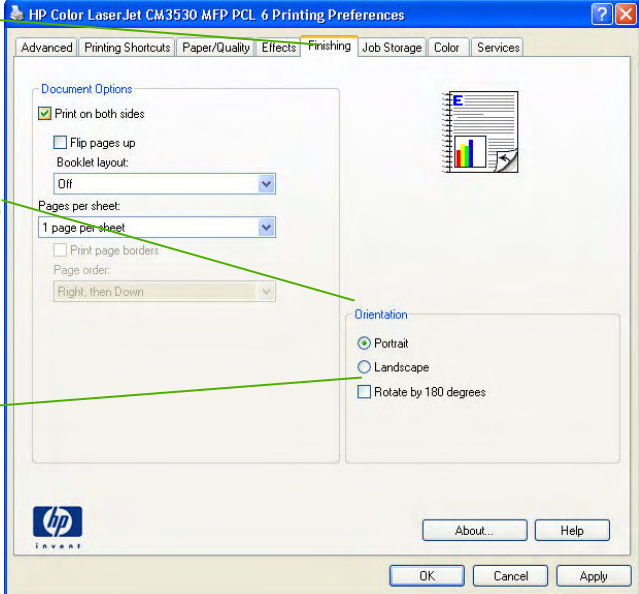
Steps to perform

- 1 Open the printer driver and click the **Finishing** tab.
- 2 Select the number of pages per sheet from the **Pages per sheet** drop-down list.
- 3 Select the correct options for **Print page borders**, **Page order**, and **Orientation**.





Select page orientation

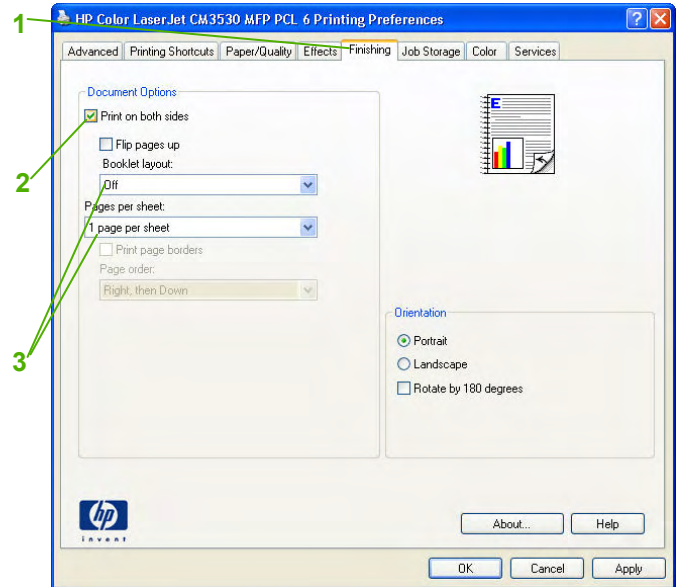
How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="716 316 1325 347">1 Open the printer driver and click the Finishing tab.<li data-bbox="716 515 1325 571">2 In the Orientation area, select the Portrait or Landscape option.<li data-bbox="716 715 1325 770">3 To print the page image upside down, select the Rotate by 180 degrees option. 





Print a booklet

How do I?	Steps to perform
Print a booklet	<ol style="list-style-type: none"><li data-bbox="716 316 1291 343">1 Open the printer driver and click the Finishing tab.<li data-bbox="716 491 1207 518">2 Select the Print on both sides check box.<li data-bbox="716 667 1291 726">3 In the Booklet layout drop-down list, click the Left binding or Right binding option. <p data-bbox="745 758 1291 817">The Pages per sheet option automatically changes to 2 pages per sheet.</p>





Print on different page sizes

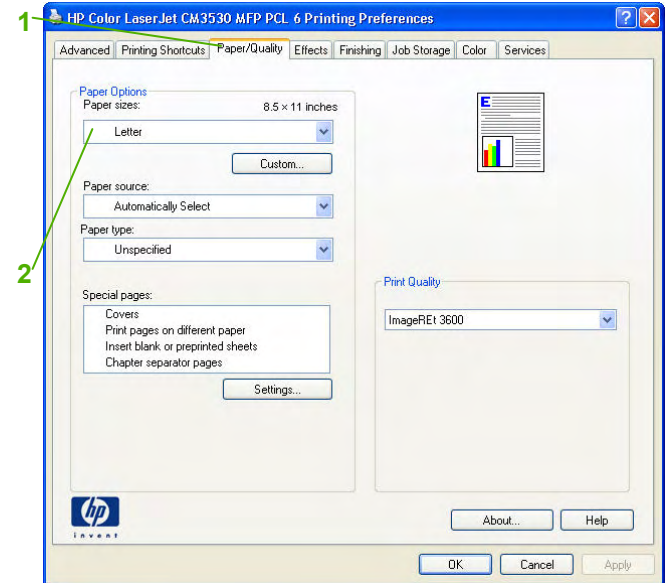
How do I?

Print on different page sizes

Select a page size

Steps to perform

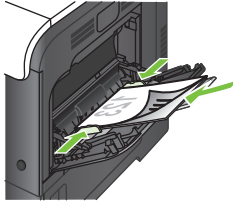
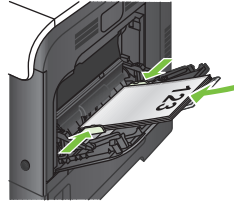
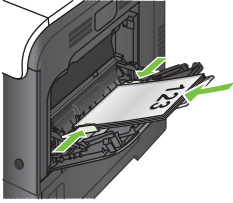
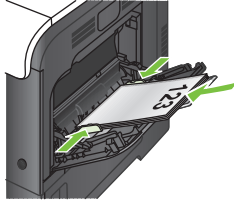
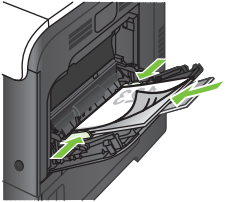
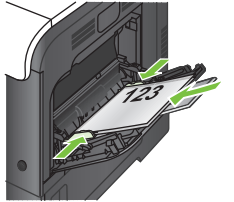
- 1 Open the printer driver and click the **Paper/Quality** tab.
- 2 Select a size from the **Paper sizes** drop-down list.



HP Color LaserJet CM3530 MFP Series – Print tasks



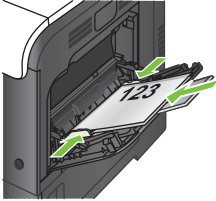
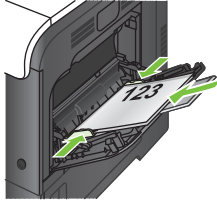
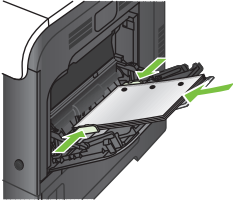
Paper orientation for loading trays

How do I?	Steps to perform			
Tray 1 Preprinted or letterhead	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
	Portrait	1-sided printing	Face down Top edge leading into the product 	Face up Bottom edge leading into the product 
		2-sided printing	Face up Bottom edge leading into the product 	Face up Bottom edge leading into the product 
	Landscape	1-sided printing	Face down Top edge toward the back of the product 	Face up Top edge toward the back of the product 



HP Color LaserJet CM3530 MFP Series – Print tasks

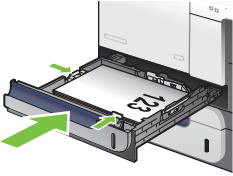
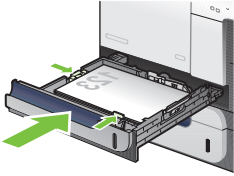
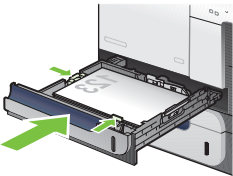
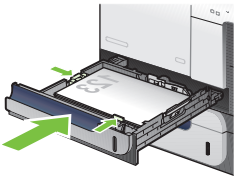
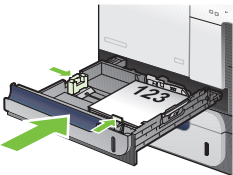
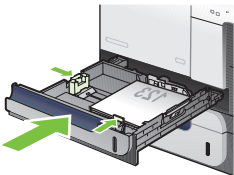


How do I?	Steps to perform			
<p>Tray 1 (continued)</p> <p>Preprinted or letterhead</p>	<p>Image orientation</p>	<p>Duplex mode</p>	<p>ALTERNATIVE LETTERHEAD MODE = Off</p>	<p>ALTERNATIVE LETTERHEAD MODE = On</p>
<p>Prepunched</p>	<p>Landscape</p>	<p>2-sided printing</p>	<p>Face up Top edge toward the back of the product</p> 	<p>Face up Top edge toward the back of the product</p> 
	<p>Portrait or landscape</p>	<p>1-or 2- sided printing</p>	<p>Holes toward the back of the product</p> 	<p>Not applicable</p>



HP Color LaserJet CM3530 MFP Series – Print tasks

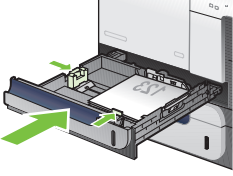
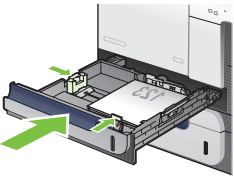
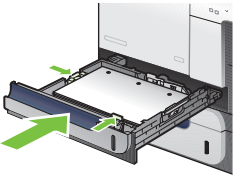


How do I?	Steps to perform			
Tray 2 or optional Tray 3 Preprinted or letterhead	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
	Portrait	1-sided printing	Face up Top edge at the right side of the tray 	Face down Top edge at the left side of the tray 
		2-sided printing	Face down Top edge at the right side of the tray 	Face down Top edge at the left of the tray 
Landscape	1-sided printing	Face up Top edge toward the back of the product 	Face down Top edge toward the back of the product 	



HP Color LaserJet CM3530 MFP Series – Print tasks

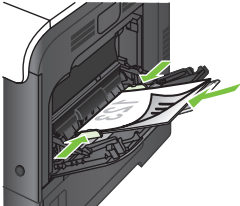
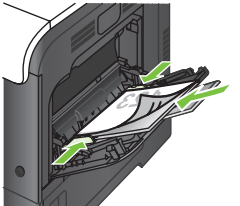
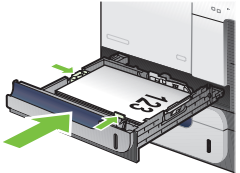
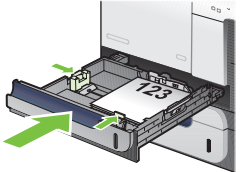


How do I?	Steps to perform			
Tray 2 or optional Tray 3 (continued)	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
	Landscape	2-sided printing	Face down Top edge toward the back of the product 	Face down Top edge toward the back of the product 
Prepunched	Portrait or landscape	1-or 2- sided printing	Holes toward the back of the product 	Not applicable





Print on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Load paper and print media</p> <p>Tray 1</p>	<p>Portrait</p> <ul style="list-style-type: none">• Load paper face down• Top edge leading into the product  <p>Landscape</p> <ul style="list-style-type: none">• Load paper face down• Top edge toward the back of the product 
<p>Tray 2 or optional Tray 3</p>	<p>Portrait</p> <ul style="list-style-type: none">• Load paper face up• Top edge at the right side of the tray  <p>Landscape</p> <ul style="list-style-type: none">• Load paper face up• Top edge toward the back of the product 





How do I?

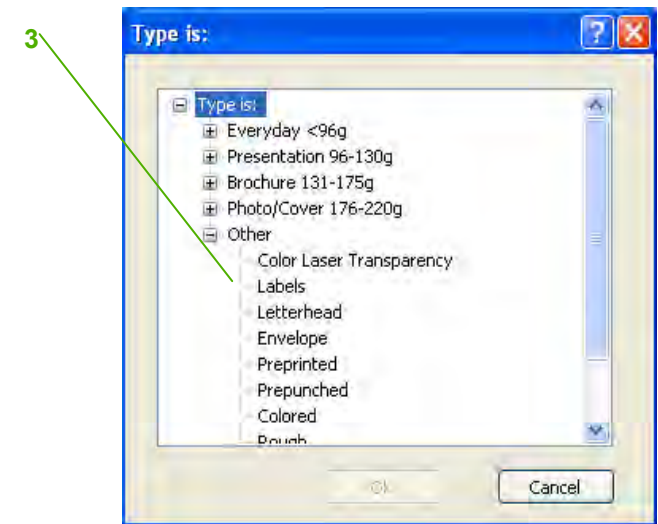
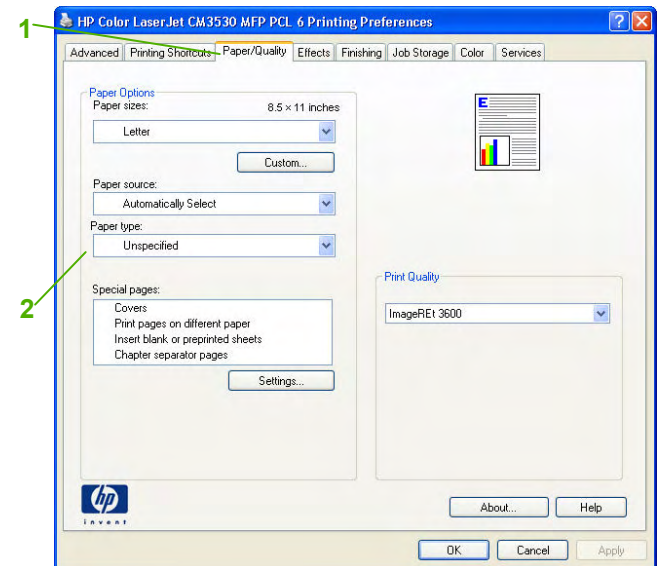
Print on special paper, labels, or transparencies (continued)

Steps to perform

1 Open the printer driver and click the **Paper/Quality** tab.

2 From the **Paper type** drop-down list, click **More . . .**

3 Expand the options for **Type is:**. Expand the category of paper types that best describes your paper, and then click the paper type that you are using.



HP Color LaserJet CM3530 MFP Series – Print tasks



Print a different first or last page

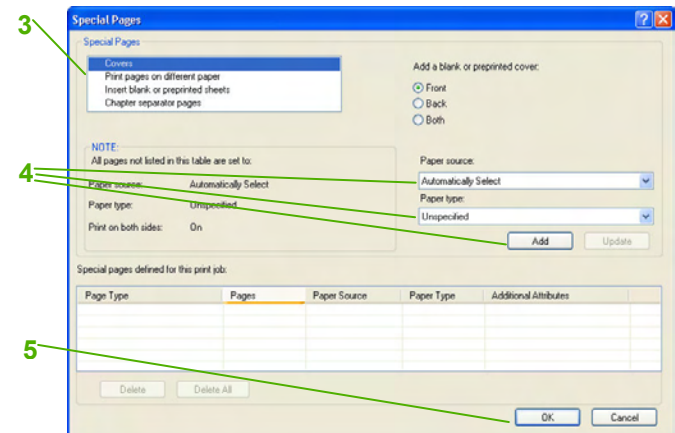
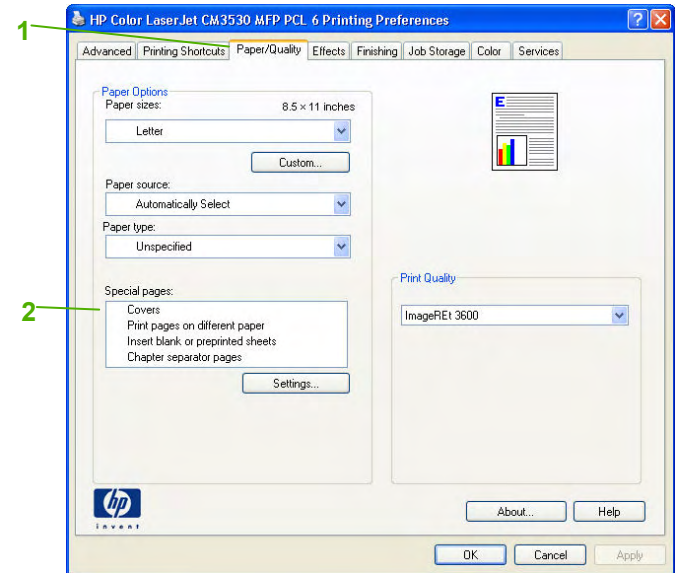
How do I?

Print the first or last page on different paper

Print covers on different paper

Steps to perform

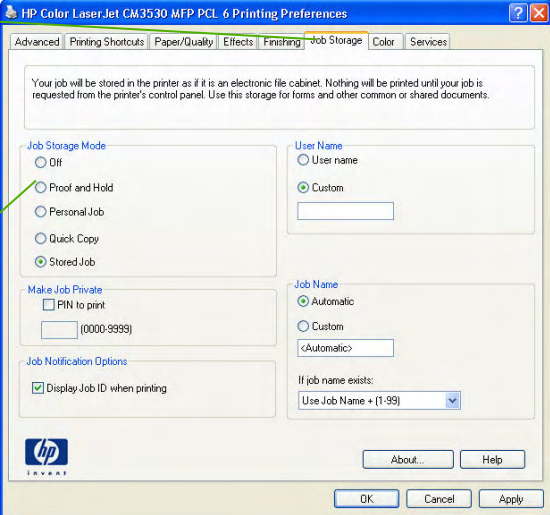
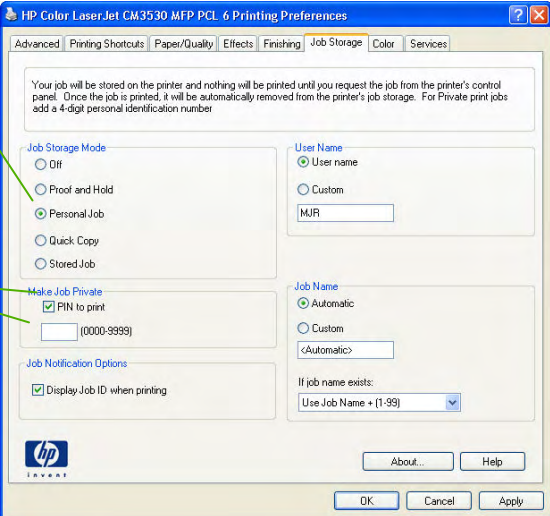
- 1 Open the printer driver and click the **Paper/Quality** tab.
- 2 In the **Special pages** area, click **Covers** or **Print pages on different paper**, and then click **Settings**.
- 3 Select an option to print a blank or preprinted front cover, back cover, or both.
Or, select an option to print the first or last page on different paper.
- 4 Select options from the **Paper source** and **Paper type** drop-down lists, and then click **Add**.
- 5 Click **OK**.



HP Color LaserJet CM3530 MFP Series – Print tasks

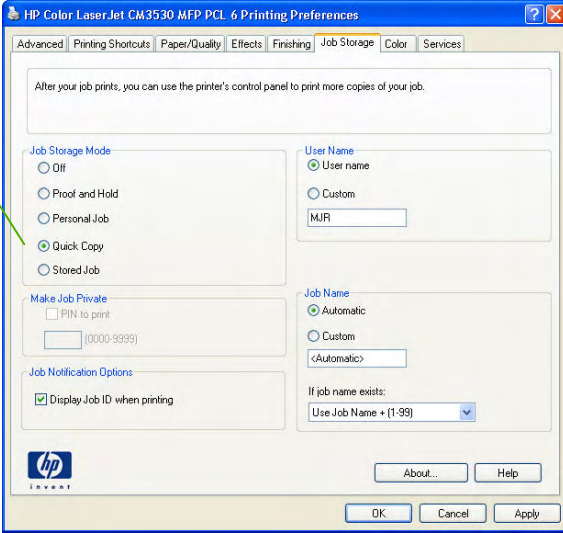
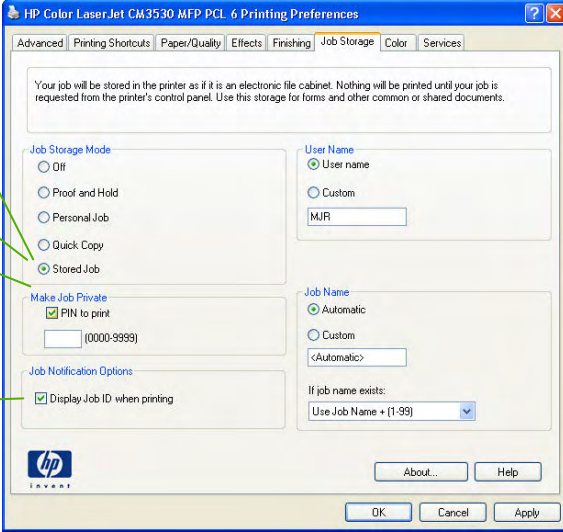


Store a print job

How do I?	Steps to perform
<p data-bbox="92 320 422 352">Set job storage options</p> <p data-bbox="92 389 575 453">Print on copy for proof before printing all the copies</p>	<p data-bbox="625 320 1226 344">1 Open the printer driver and click the Job Storage tab.</p> <p data-bbox="625 592 1297 699">2 In the Job Storage Mode area, click Proof and Hold. The product prints the first copy only. A message appears on the product control panel that prompts you to print the rest of the copies.</p> 
<p data-bbox="92 879 604 943">Temporarily store a personal job on the product and print it later</p>	<p data-bbox="625 879 1199 903">3 In the Job Storage Mode area, click Personal Job.</p> <p data-bbox="625 1150 1276 1206">4 Optional: In the Make Job Private area, click PIN to print, and enter a 4-digit personal identification number (PIN).</p> 



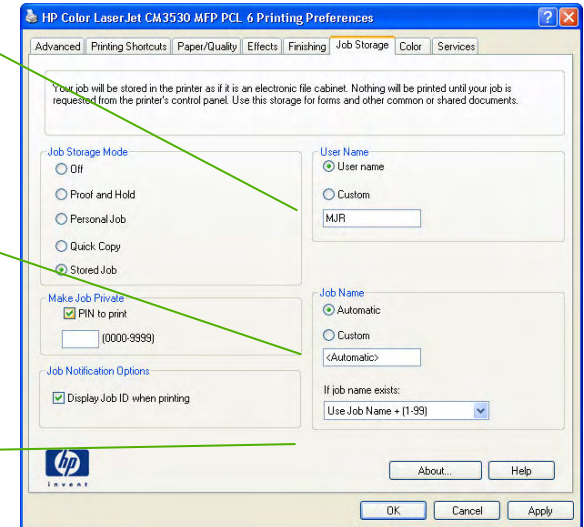


How do I?	Steps to perform
<p>Temporarily store a job on the product</p>	<p>In the Job Storage Mode area, click Quick Copy. One copy of the job is printed immediately, but you can print more copies from the product control panel.</p> <p>NOTE: These jobs are deleted if the product is turned off.</p> 
<p>Permanently store a job on the product</p> <p>Make a permanently stored job private so that anyone who tries to print it must provide a PIN</p> <p>Receive notification when someone prints a stored job</p>	<p>In the Job Storage Mode area, click Stored Job.</p> <ol style="list-style-type: none"> In the Job Storage Mode area, click Stored Job. In the Make Job Private area, click PIN to print, and then enter a 4-digit personal identification number (PIN). <p>In the Job Notification Options area, click Display Job ID when printing.</p> 






How do I?	Steps to perform
<p data-bbox="92 300 537 331">Set the user name for a stored job</p> <p data-bbox="92 518 525 550">Specify a name for the stored job</p>	<p data-bbox="657 272 1308 352">In the User Name area, click User name to use the Windows default user name. To provide a different user name, click Custom and type the name.</p> <ol data-bbox="625 491 1308 820" style="list-style-type: none"><li data-bbox="625 491 1308 571">1 In the Job Name area, click Automatic to use the default job name. To specify a job name, click Custom and type the name.<li data-bbox="625 710 1308 820">2 Select an option from the If job name exists dropdown list. Select Use Job Name + (1-99) to add a number to the end of the existing name, or select Replace Existing File to overwrite a job that already has that name.





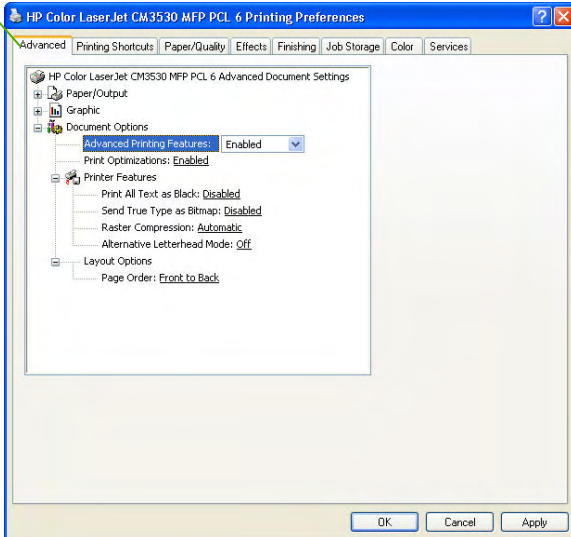
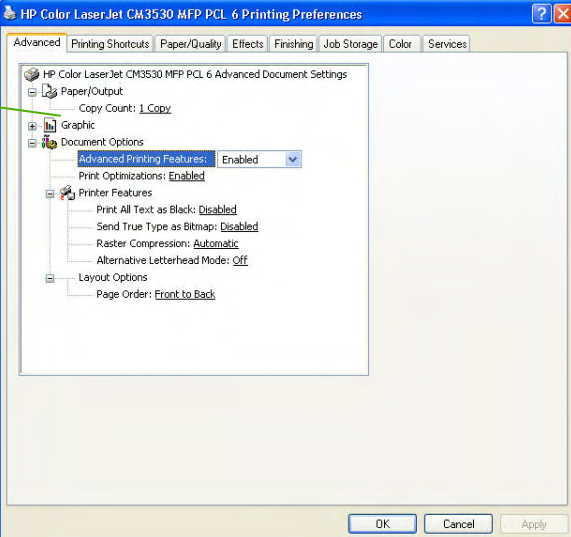
Retrieve a stored print job

How do I?	Steps to perform
Print a stored job	<ol style="list-style-type: none"><li data-bbox="636 316 1060 343">1 Scroll down and touch Job Storage.<li data-bbox="636 499 1123 526">2 Select the folder in which the job is stored.<li data-bbox="636 683 1312 742">3 Select the job from the list. If the job is private, touch the box below PIN: and type the correct PIN.<li data-bbox="636 866 808 893">4 Press Start. 



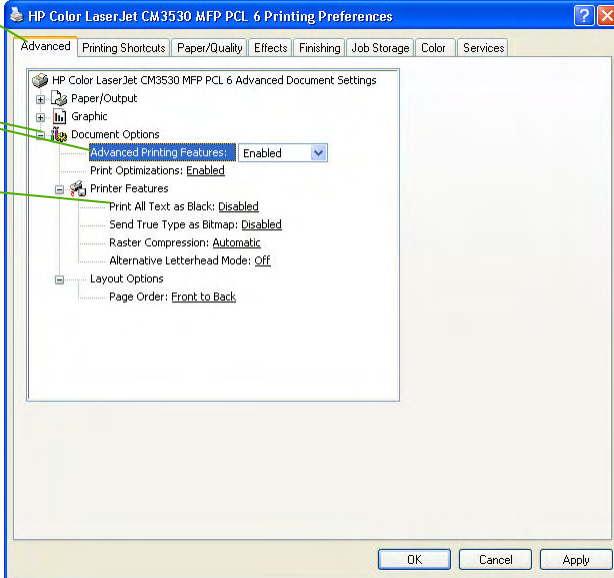


Select advanced printing options

How do I?	Steps to perform
<p>Select advanced printing options</p>	<p>5 Open the printer driver and click the Advanced tab.</p> <p>6 In any of the sections, click a current setting to activate a dropdown list so you can change the setting.</p> 
<p>Change the number of copies that are printed</p>	<p>7 Open the printer driver and click the Advanced tab.</p> <p>8 Open the Paper/Output section, and then enter the number of copies to print. If you select 2 or more copies, you can select the option to collate the pages.</p> <p>NOTE: If the software program that you are using does not provide a way to print a particular number of copies, you can change the number of copies in the driver.</p> <p>Changing this setting affects the number of copies for all print jobs. After your job has printed, restore this setting to the original value.</p> 





How do I?	Steps to perform
<p>Print colored text as black</p>	<p>9 Open the printer driver and click the Advanced tab.</p> <p>10 Open the Document Options section, and then open the Printer Features section.</p> <p>11 In the Print All Text as Black drop-down list, select Enabled.</p> 





Select layout options

How do I?	Steps to perform
<p>Change the order in which pages are printed</p>	<p>12 Open the driver and click the Advanced tab.</p> <p>13 Open the Document Options section, and then open the Layout Options section.</p> <p>14 In the Page order drop-down list, select Front to Back or Back to Front to print the pages in the same order as they are in the document, or select Back to Front to print the pages in the reverse order.</p> 