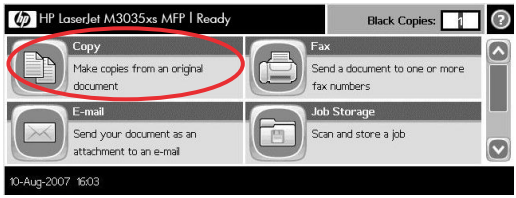
# HP LaserJet M3035xs MFP

## Quick Reference Guide

# Quick reference summary

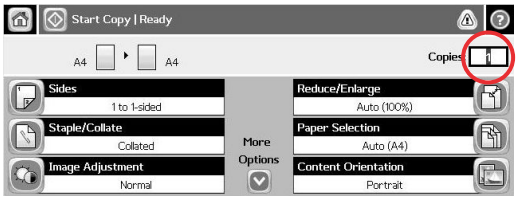
| | I want to: | Steps to take: |
|---|---|---|
| Pg 1 | Make black & white copies | Load originals face up in the ADF or face down on the glass and touch the **Copy** icon. Enter number of copies desired on the **Copies** icon. Press **Start**. |
| Pg 2 | Copy a 2 sided original (duplex) | Load 2 sided originals face up in the ADF. Touch **Copies** icon to enter number of copies desired and touch the **Copy** icon. Touch **Sides** icon and select desired output. (1 sided or 2 sided) Touch **Orientation** icon to select Portrait/Landscape. Press **Start**. |
| Pg 3 | Copy Different Media | Load originals face up in the ADF or face down on the glass and touch **Copy** icon. Select **Optimize Text/Picture**. Select your media (Text, Printed Picture,or Photograph). Alternatively, manually adjust the slider to optimize your output. Press **Start**. |
| Pg 4-5 | Scan to Network Folder | Load originals face up in the ADF or face down on the glass. Touch **Network Folder** icon. Select the folder you wish to save your documents in. Select File name. Input your file name using screen keyboard. Touch **OK**. Touch **Send to Network Folder** icon on top. Touch **Yes** to save current settings or **No** to exit. |
| Pg 6 | Send to E-mail | Load originals face up in the ADF and touch the **E-mail** icon. Touch **From** bar and input your name. Touch **To** bar. Input recipient E-mail address. Touch **Subject**, input your subject and touch **OK**. Touch **Send E-mail** icon on top. |
| Pg 7 | Fax a document | Load originals face up in the ADF or face down on the glass. Input fax number of recipients. Touch **More Options** icon to change the default settings. Select any settings you like to change and touch **Up Arrow** icon to exit to main screen. Press |
| Pg 8 | Store a job | Load originals face up in the ADF and touch **Job Storage** icon. Select a folder and touch **Create** to add a new folder. Touch **Job Name** bar. Type in **Job Name**. Touch **OK**. Press **Start**. |
| Pg 9 | Retrieve a stored job | Touch **Job Storage** icon. Select folders from list of folders on the left. Touch **Retrieve**. Select desired job from list and key in **PIN**. Touch **OK**. Press **Start**. |

# Make black-and-white copies



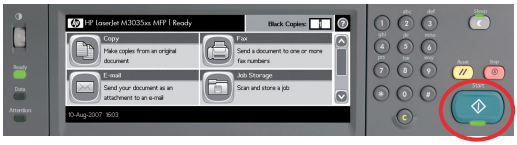

## Step 1

Load originals face up in the ADF or face down on the glass and touch **Copy** icon.




## Step 2

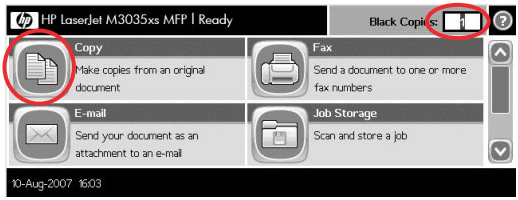
Enter number of copies desired on the **Copies** icon.



## Step 3

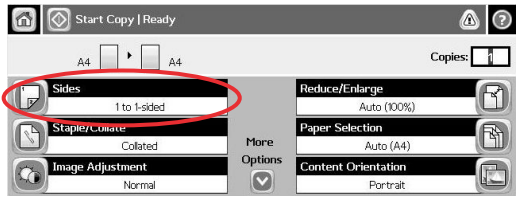
Press **Start**.

# Copy a 2 sided original (duplex)



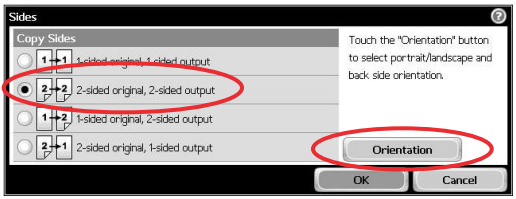

## Step 1

Load 2 sided originals face up into the ADF. Touch **Copies** icon to enter number of copies desired and touch the **Copy** icon.



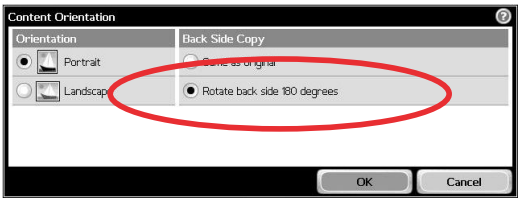

## Step 2

Touch **Sides** icon.



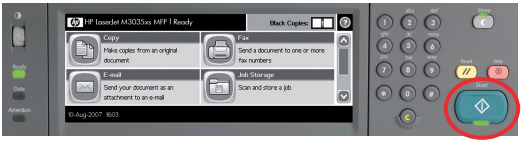

## Step 3

Select desired output. (1 sided or 2 sided) Touch **Orientation** icon to select Portrait/ Landscape.




## Step 4

Select desired orientation (Portrait/Landscape). If rotation of content is required on back copy, select **Rotate back side 180 degrees**. Touch **OK**.

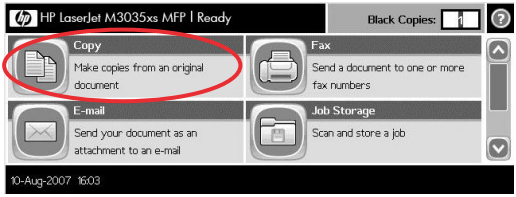


## Step 5

Press **Start**.

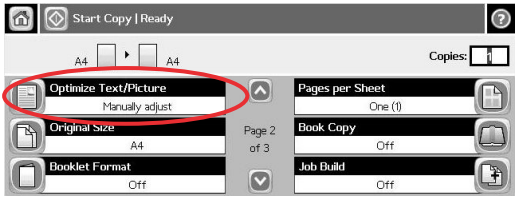
# Copy Different Media

Note: You could change the copy settings when making copies of photographs, printed pictures and others different media to ensure optimum print quality.



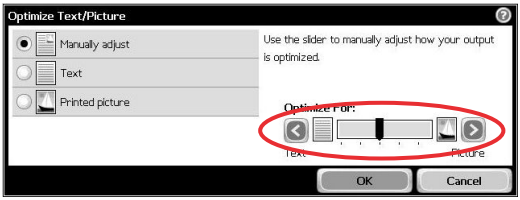

## Step 1

Load your originals face up in the ADF or face down on the glass and touch **Copy** icon.



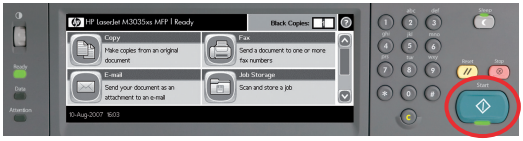

## Step 2

Select **Optimize Text/Picture**.




## Step 3

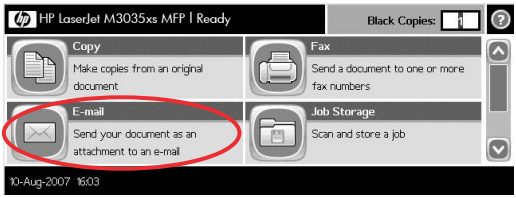
Select your media (Text, printed picture or photograph). Alternatively, manually adjust from the slider to optimize your output.



## Step 4

Press **Start**.

# Scan to Network Folder

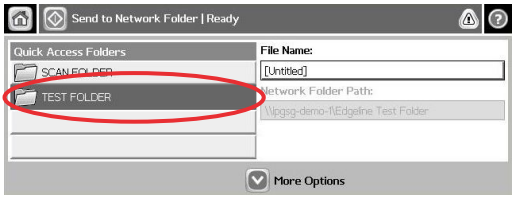



## Step 1

Load originals face up in the ADF or face down on the glass. Touch **Network Folder** icon.

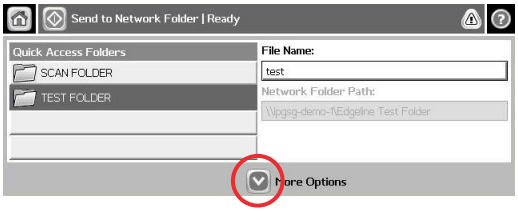
## Step 4

Input your file name (test) using screen keyboard. Touch **OK**.



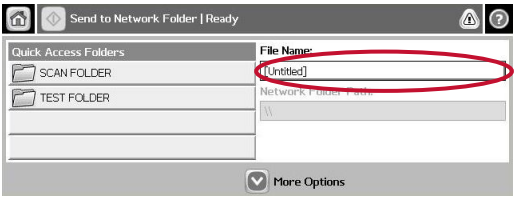

## Step 2

Select folder you wish to save your documents in.



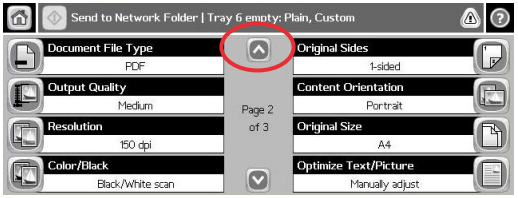

## Step 5

Touch **More Options** icon to change content settings.




## Step 3

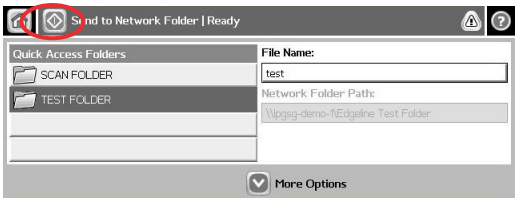
Select **File Name**.




## Step 6

Select the settings you wish to change. Touch **up arrow icon** to go back to main screen.

# Scan to Network Folder




## Step 7

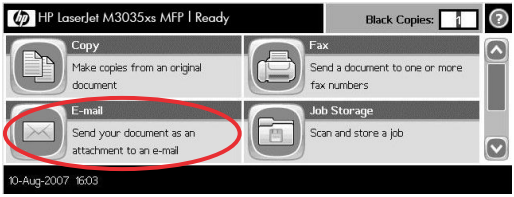
Touch **Send to Network Folder** icon on top.

## Step 8

Touch **Yes** to save current settings or **No** to exit.

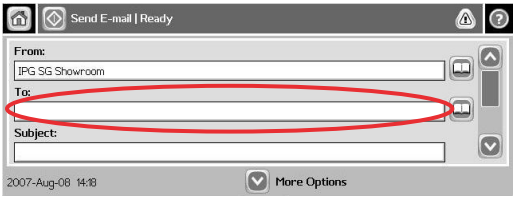
# Send to E-mail

Note: Touching this button scans the document and sends an e-mail file to the provided e-mail addresses.




## Step 1

Load originals face up in the ADF and touch the **E-mail** icon.




## Step 2

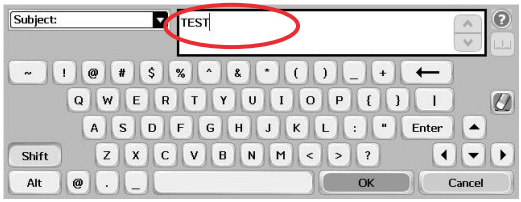
Touch **From** bar and input your name. Touch **To** bar.

## Step 3

Input recipient E-mail address.

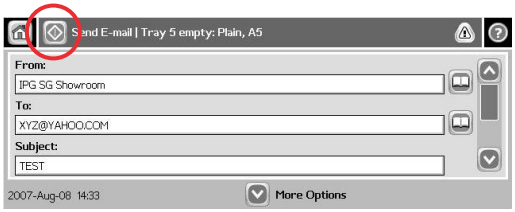
## Step 4

Touch **Subject** on the right.




## Step 5

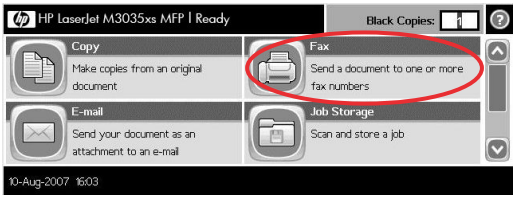
Input Subject (test) and touch **OK**.




## Step 6

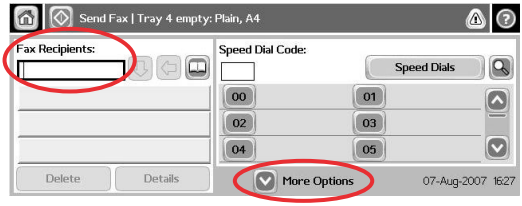
Touch **Send E-mail** icon on top.

# Fax a document



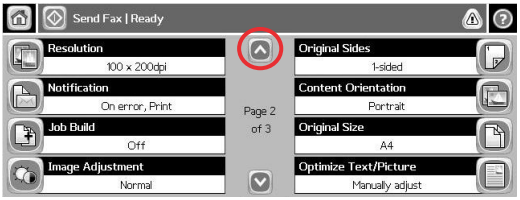

## Step 1

Load originals face up in the ADF or face down on the glass. Touch **Fax** icon.



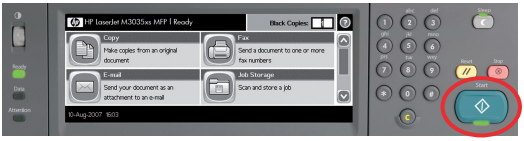

## Step 2

Input fax number of recipients. Touch **More Options** icon to change any default settings.




## Step 3

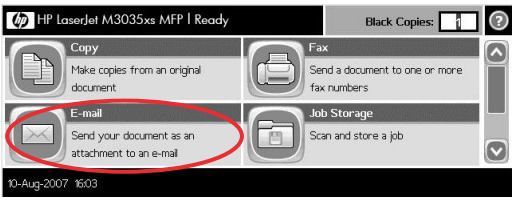
Select the settings you like to change. Select **up arrow icon** to exit to main screen.



## Step 4

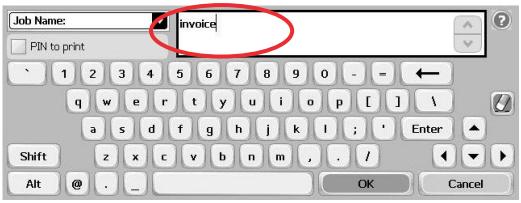
Press **Start**.

# Store a job



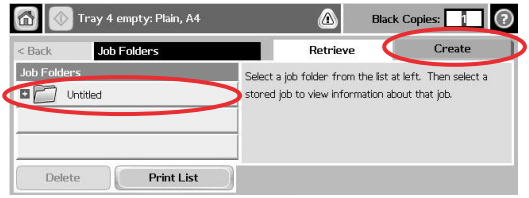

## Step 1

Load originals face up in the ADF and touch **Job Storage** icon.



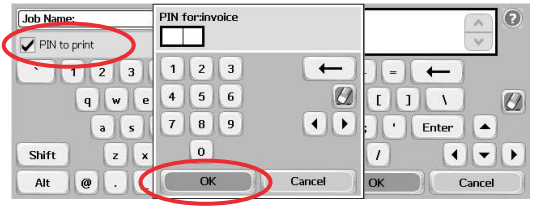

## Step 4

Type in job name (Invoice). If no **PIN** is required, touch **OK**. Press **Start**. If **PIN** is required, proceed to **Step 5**.



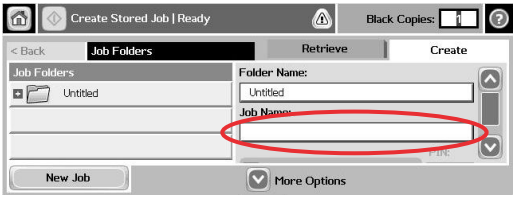

## Step 2

Select a folder or touch **Create** to add a new folder.




## Step 5

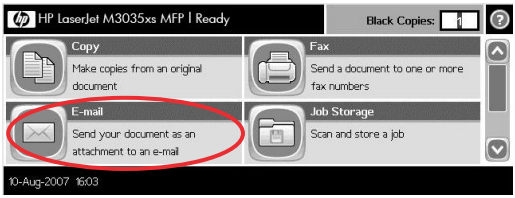
Touch **PIN to print** icon to activate lock function for this job. Enter desired **PIN** and touch **OK**. Press **Start**.




## Step 3

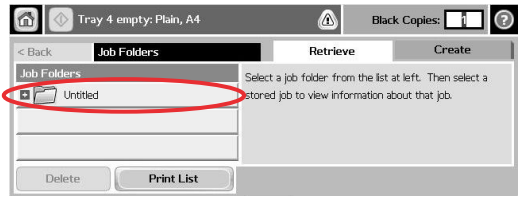
Touch **Job Name** bar.

# Retrieve a stored job



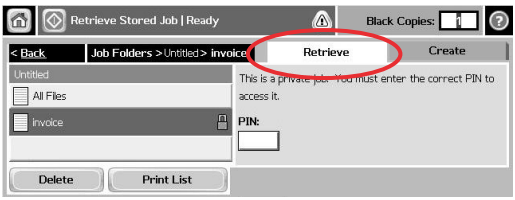

## Step 1

Touch **Job Storage** icon.



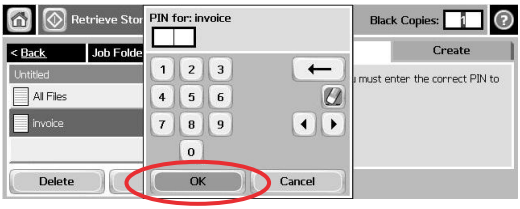

## Step 2

Select folder from list of folders on far left.




## Step 3

Touch **Retrieve**.



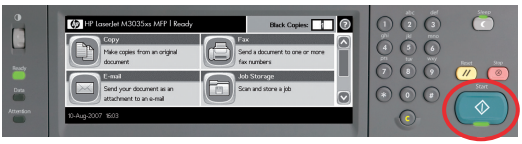

## Step 4

Select desired job from list.




## Step 5

Key in **PIN** for locked job. Touch **OK**.



## Step 6

Press **Start**.

©2007 Hewlett- Packard Company. The information contained herein is subject to change without notice. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein. Microsoft and Windows are U.S. registered trademarks of Microsoft Corporation. Intel and Xeon are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.