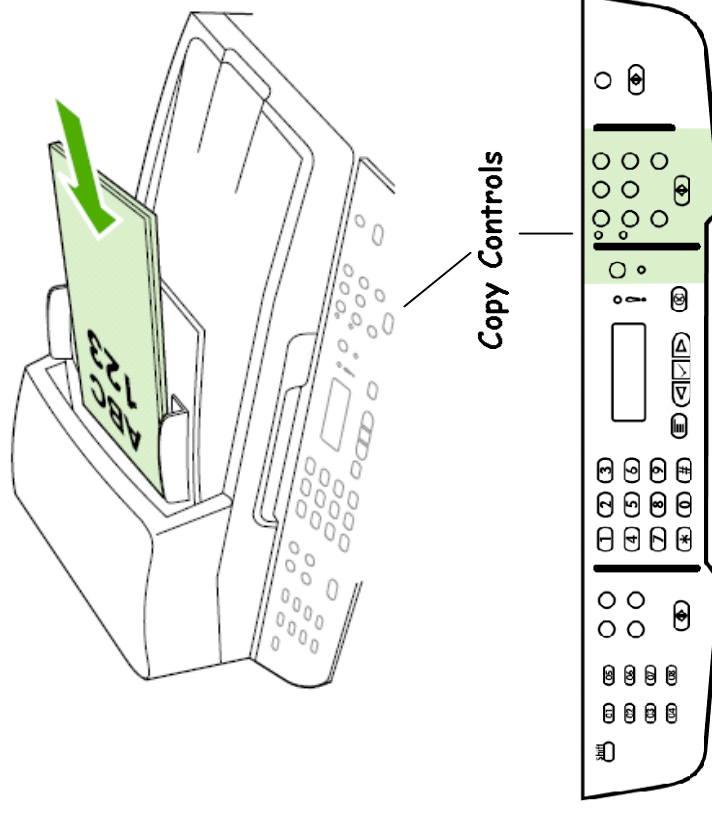


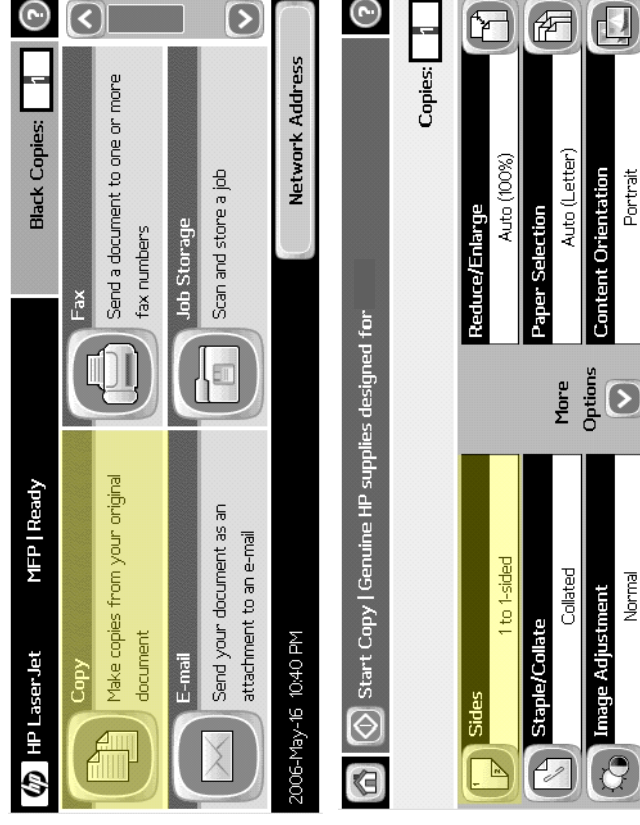
# hp LaserJet 3390 All-in-One – Copying

How do I:	Steps to perform
1. Make a copy.	Place the document face up in the Automatic document feeder (ADF) or face down on the glass. Press <b>Start Copy</b> .
2. Adjust the copy quality.	On the control panel, press <b>Quality</b> . Press the < and > keys to scroll through the copy quality settings. Select settings and press <b>Start Copy</b> to save a setting and start the copy job, or press ✓ to save the setting without starting the copy job.
3. Set the copier default quality.	Press <b>Menu</b> . Press the < and > keys to highlight <b>Copy Setup</b> and press ✓. Press ✓ to select <b>Default Quality</b> . Press the < and > keys to scroll through the copy quality settings. Select settings and press ✓ to save the settings.
4. Make copies lighter or darker.	Press <b>Lighter/Darker</b> to see the current setting. Press the < and > keys to adjust the setting. Press <b>Start Copy</b> to save a setting and start the copy job, or press ✓ to save the setting without starting the copy job.
5. Adjust the size of the copy.	Press <b>Reduce/Enlarge</b> . Select a paper size, set a custom size (between 25% and 400%), or select 2 or 4 pages per sheet. Press <b>Start Copy</b> to save a setting and start the copy job, or press ✓ to save the setting without starting the copy job.
6. Copy two-sided originals.	Load the originals into the ADF with the first page facing up and the top of the page leading into the ADF. Press <b>2 Sided</b> . Press the < and > keys to select <b>Copy to 1 to 2 sided</b> . Press ✓. Press <b>Start Copy</b> .



# hp LaserJet M3027XS mfp - Copying

How do I:	Steps to perform
1. Make a copy.	Place your originals face up into the Automatic document feeder (ADF) or face down on the glass. Touch the <b>Copy</b> button on the Home screen, then touch the <b>Start Copy</b> button.
2. Copy a two-sided document.	Place a 2-sided document face up into the document ADF. Touch <b>Copy</b> , then touch <b>Sides</b> . Select a sides option (1-1, 1-2, 2-1, 2-2) options. Touch <b>OK</b> , then touch <b>Start Copy</b> .
3. Reduce or enlarge copies.	Load your originals. Touch <b>Copy</b> , then touch <b>Reduce/Enlarge</b> . Select a scale (Auto, 50%, 75%, 100%, 125%, 150%, or 200%) or touch the scaling field and use the virtual keyboard that appears to enter a scaling percentage. Touch <b>OK</b> , then touch <b>Start Copy</b> .
4. Make copies lighter or darker.	Load your originals. Touch <b>Copy</b> , then touch <b>Image Adjustment</b> . Use the controls to adjust the copy either lighter or darker. Touch <b>OK</b> , then touch <b>Start Copy</b> .
5. Staple copies.	Load your originals. Touch <b>Copy</b> , then touch <b>Staple/Collate</b> . Select a staple option, such as Top Left Angled. Touch <b>OK</b> , then touch <b>Start Copy</b> .
6. Make booklets.	Load your originals. Touch <b>Copy</b> , then touch <b>More Options</b> . Touch <b>Booklet Format</b> , then touch <b>Booklet On</b> . Select either <b>1-sided</b> or <b>2-sided</b> for the original, and optionally touch <b>Borders on each page</b> . Touch <b>OK</b> , then touch <b>Start Copy</b> .
7. Select the paper size for originals and copies.	Load your originals. Touch <b>Copy</b> , then touch <b>More Options</b> . Touch <b>Paper Selection</b> . Select a size for the original and copy. Touch <b>OK</b> , then touch <b>Start Copy</b> .





**TOUCH SCREEN** - Displays all the available features and general machine information

- CLEAR ALL** - Resets job programming to the default settings

**PAUSE** - Interrupts current printing job

**START** - Starts the job

**SERVICES:** Displays the Services screen to enable selection of job features

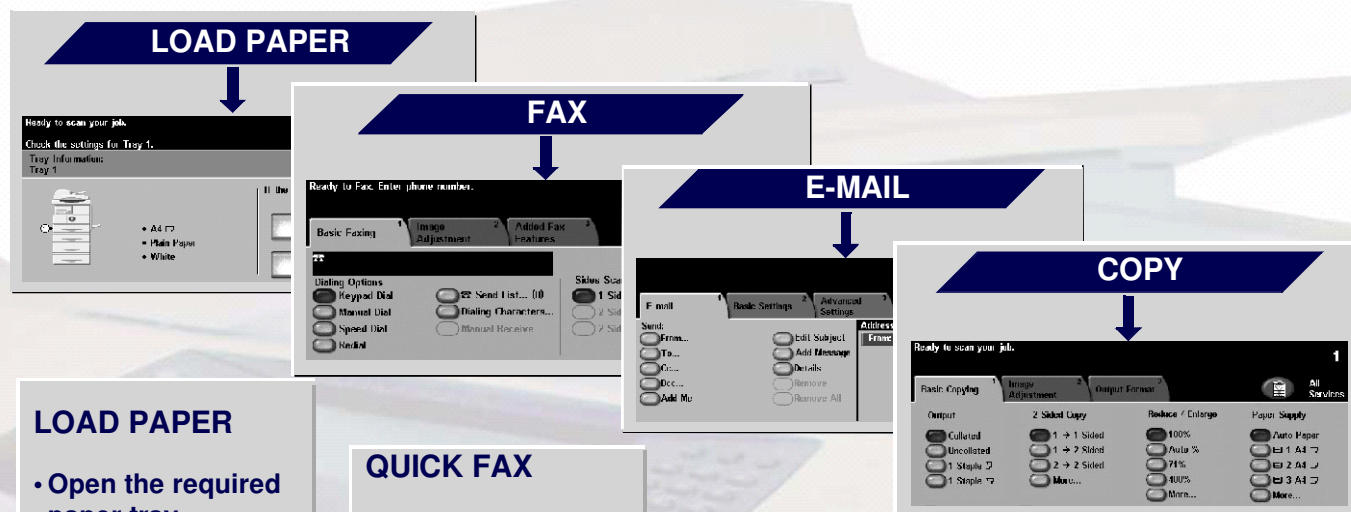
**JOB STATUS:** Displays the job queue information

**MACHINE STATUS:** Displays machine information

**Features\* are accessible by touching All Services.**



\*Some features may not be available on your model.



## LOAD PAPER

- Open the required paper tray.
- Load the paper, do not load above the maximum fill line.
- Adjust the guides to touch the edge of the paper.
- Close the paper tray, except the Bypass Tray.
- Confirm the paper size/type settings on the user interface.

## QUICK FAX

- Load the original face up in the document handler.
- Select FAX from the All Services screen.
- Enter the recipient fax number using the keypad or select the number from the ADDRESS BOOK.
- Touch the screen buttons to make feature selections.
- Press START.

## QUICK E-MAIL

- Load the original face up in the document handler.
- Select E-MAIL from the All Services screen.
- Input the E-mail address or make a selection from the ADDRESS BOOK.
- Touch the screen buttons to make feature selections.
- Press START.

**QUICK COPY**

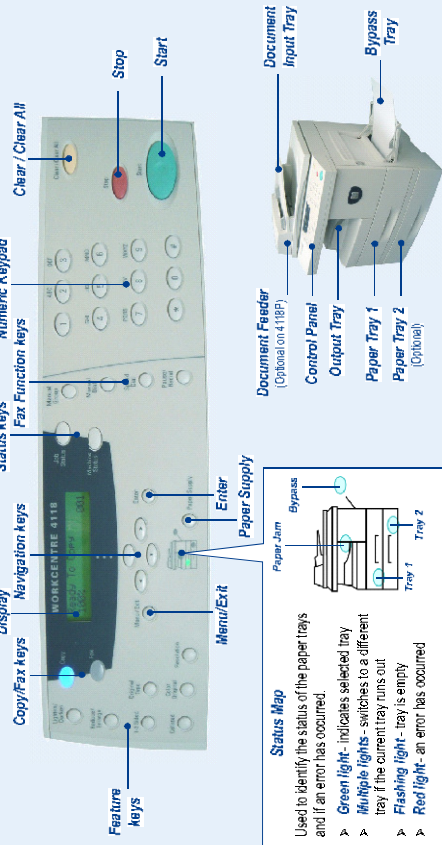
- Load the original face up in the document handler.
- Select COPY from the All Services screen.
- Touch the screen buttons to make feature selections.
- Press START.

For more information... 1. Press the Help button on the control panel, 2. refer to the Getting Started Guide, 3. refer to the User Guide on the User Documentation CD, or 4. visit our website on... [www.xerox.com/support](http://www.xerox.com/support)

# WorkCentre 4118

## Quick Reference

XEROX®



**Status Map**  
Used to identify the status of the paper trays and if an error has occurred.

- Green light - Indicates selected tray
- Multiple lights - switches to a different tray if the current tray runs out
- Flashing light - tray is empty
- Red light - an error has occurred

### Basic Copying

1. Ensure Ready to Copy displays. If necessary, press **Copy** to change to **Copy Mode**.
2. Load originals using the **Document Glass** or **Document Feeder** (optional).
3. Press **Menu/Exit** and select **Copy Features** using the navigation keys, then press **Enter**.
4. Select the required setting for each chosen feature using the navigation keys and press **Enter**.
5. Enter the quantity and press **Start**.

### Selecting Paper

1. Press **Paper Supply** until the tray required is lit on the **Status Map**.
2. If **Bypass Tray** is selected the **Paper Type** option displays. Use the navigation keys to select the **Paper Type** being used and press **Enter**.

### Advanced Copy Features

1. Ensure Ready to Copy displays. If necessary, press **Copy** to change to **Copy Mode**.
2. Load originals using the **Document Glass** or **Document Feeder** (optional).
3. Press **Menu/Exit** and select **Copy Features** using the navigation keys, then press **Enter**.

<ul style="list-style-type: none"> <li>Select <b>ID Card Copy</b> and press <b>Enter</b>.</li> <li>Press <b>Start S.1</b> displays <b>Both P Pages</b> depending on the pages being scanned.</li> <li>Place <b>Slide 1</b> of the identity card face-down on the <b>Document Glass</b> and press <b>Start</b>.</li> <li>Press <b>Start S.2</b> displays.</li> <li>Repeat for <b>Slide 2</b> of the identity card.</li> </ul>	<ul style="list-style-type: none"> <li>Select <b>Book Copy</b> and press <b>Enter</b>.</li> <li>Select <b>Front Back or Front &amp; Back</b> depending on the cover required.</li> <li>Press <b>Enter</b>.</li> <li>Select <b>Blank or Printed</b> and press <b>Enter</b>.</li> <li>Select the <b>Paper Tray</b> containing the covers stock and press <b>Enter</b>.</li> </ul>
<ul style="list-style-type: none"> <li>Select <b>Transparencies</b> and press <b>Enter</b>.</li> <li>Select <b>Off Printed or Blank</b> for the <b>Separate Sheets</b> and press <b>Enter</b>.</li> <li>Select a <b>Paper Tray</b> for the separators and press <b>Enter</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Select <b>Create Booklet</b> and press <b>Enter</b>.</li> <li>Select <b>On and press Enter</b>.</li> <li>The images will be arranged automatically to produce a booklet when folded.</li> </ul>

4. Enter the quantity and press **Start**.

### Sending a Fax

1. Load an original using the **Document Glass** or **Document Feeder** (optional).
2. Press **Fax** to activate fax mode.
3. Select the **Basic Fax Features** required using the **Control Panel**.
4. Enter the destination fax number:
  - > Enter the fax number using the **numeric keypad**
  - > Press **Speed Dial** and enter the **Speed Dial** number (1 - 200).
  - > Press **Speed Dial** and enter the **Group Dial** number (1 - 200).
5. Press **Start** to send the fax.

### Using Redial

1. Load originals and press **Fax** to activate fax mode.
2. Press **Pause/Redial**. The last number is dialed.
3. To access the last 10 dialed numbers, press **Pause/Redial** for 2 seconds. Use the navigation keys to select the number required and press **Enter**.
4. Press **Start** to dial the number.

### Advanced Fax Features

1. Load originals using the **Document Glass** or **Document Feeder** (optional).
2. Press **Fax** to activate fax mode.
3. Press **Menu/Exit**, select **Fax Features** using the navigation keys, and press **Enter**.
4. Select either **Toll Save**, **Memory Fax**, **Delay Fax**, **Priority Fax**, **Polling or Batch TX** and press **Enter**.
5. Select the options required for the chosen feature and press **Enter**.
6. If not entered as part of the feature options, enter the destination fax number using the **numeric keypad** and press **Start** to send the fax.

### Secure Receive

- If **Secure Receive** is enabled, a passcode is required to print all received faxes.

### Enabling

1. Press **Machine Status**, select **Fax Setup** using the navigation keys, and press **Enter**.
2. Select **Secure Receive** and press **Enter**.
3. Select **On** and press **Enter**. Enter the passcode required using the **numeric keypad** and press **Enter**. Confirm the passcode and press **Enter**.

### Using

1. Press **Menu/Exit**, select **Fax Features** and press **Enter**.
2. Select **Secure Receive** and press **Enter**.
3. Select **Print** and press **Enter**.
4. Enter the passcode and press **Enter**.

### Mailbox

#### Sending to a Mailbox

1. Press **Menu/Exit**, select **Mail Box** using the navigation keys, and press **Enter**.
2. Select **Send** and press **Enter**.
3. Enter the **Box Number** for the remote mailbox and press **Enter**. If required, enter the **Passcode** and press **Enter**.
4. Enter the remote fax number and press **Enter**. The display shows the current time.
5. Enter a **Start Time** and press **Enter**. The originals are sent to the mailbox at the specified time.

#### Printing or Deleting Documents

1. Press **Menu/Exit**, select **Mail Box** using the navigation keys, then press **Enter**.
2. Select **Delete or Print** and press **Enter**.
3. Enter the **Box Number** for the mailbox and press **Enter**. If required, enter the **Passcode** and press **Enter**. The contents of the mailbox are deleted or printed and deleted.

### Press Machine Status

1. Press **Machine Status**.
2. Select **System Admin Tools** using the navigation keys, and press **Enter**.
3. Select **Speed Dials** and press **Enter**.
4. Select **New** and press **Enter**. Enter a **Speed Dial** number between 1 and 200 using the **numeric keypad**, then press **Enter**.
5. Enter the fax number to store and press **Enter**. Assign a name if required and press **Enter**.
6. Repeat for each **Speed Dial** required.
7. To passcode protect the mailbox, select **Security** and press **Enter**.
8. Enter the passcode required using the **numeric keypad** and press **Enter**.
9. Enter the **Mailbox ID** using the **numeric keypad** and press **Enter**.
10. To setup another mailbox, select **Another Yes** and press **Enter**.

### Press Machine Status

1. Press **Machine Status**, select **Machine Setup** using the navigation keys, and press **Enter**.
2. Select **Tray 1 Size** and press **Enter**.
3. Select the size of paper loaded in **Tray 1** and press **Enter**.
4. Repeat for **Tray 2** (if available) and the **Bypass Tray**.
1. Press **Machine Status**, select **Machine Setup** using the navigation keys, and press **Enter**.
2. Select **Power Save** and press **Enter**.
3. Select **On** and press **Enter**. Select the period of time the machine waits before entering **Power Save** mode: either 15, 30, 60 or 120 minutes. Press **Enter**.

### Various Reports are available, such as Fax Phone Book, System Data and Billing Counters.

1. Press **Machine Status**, select **Reports** using the navigation keys, and press **Enter**.
2. Select the report required and press **Enter**.
3. To print all the reports, select **Print All Reports** and press **Enter**.

### The Help List contains information about the features and settings available on the machine.

1. Press **Menu/Exit**.
2. Select **Help List** using the navigation keys and press **Enter**.