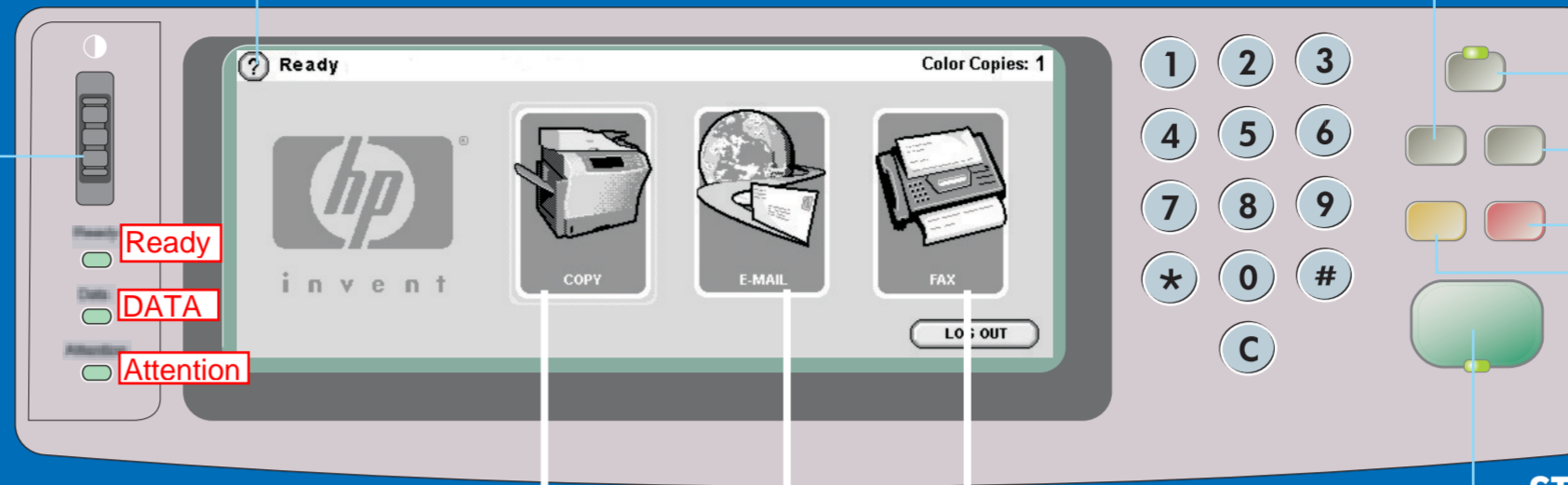


Use this feature to select the pop-up style "what's this?" help or print step-by-step instructions by using "show me how."

MENU opens the device menus, including "Retrieve Jobs."



Use this feature to adjust the control panel contrast.

SLEEP

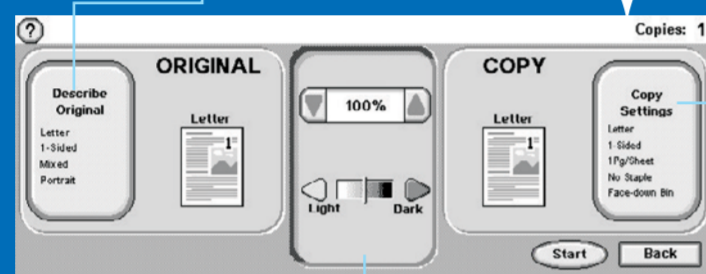
STATUS shows the current supply status.

STOP cancels a current job.

RESET returns the device to configured defaults.

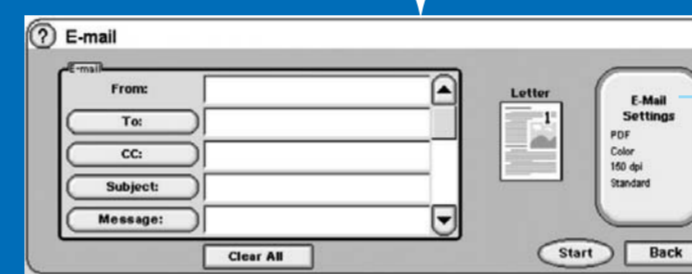
START

Describes the original document.



Describes the copied output, including finishing options.

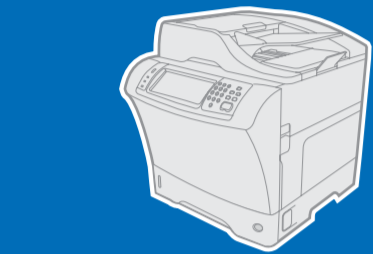
Use these controls to adjust the size and the density of the scanned image.



Use this feature to send your document in e-mail.



Use this feature to fax your documents to a standard fax machine. Fax settings and speed dials can also be selected here.



hp LaserJet 4345mfp

Using the control panel

More help



See the user guide

Visit www.hp.com/support/lj4345mfp

Copy

Simple Copy

1. Place the original on the glass or face-up in the ADF; Touch START.

Advanced Copy

1. Place the original on the glass or face-up in the ADF.
2. Touch COPY.
3. Touch DESCRIBE ORIGINAL.
4. Select options, such as size, lightness or darkness, and 1-sided or 2-sided.
5. Touch COPY SETTINGS.
6. Select options, such as size, collation, and 1-sided or 2-sided.
7. Touch START.

E-mail

1. Place the original on the glass or face-up in the ADF.
2. Touch E-MAIL.
3. If requested, type your user name and password.
4. Complete the remaining fields.
5. Select the settings you want to use by touching Settings and then touching OK, or use the default settings.
6. Press the START button.

Fax

1. Place the original on the glass or face-up in the ADF.
2. Touch FAX.
3. Touch Settings and describe the original.
4. Use the keyboard to type the phone number.

Advanced Features

1. Touch ?
2. Touch Show Me How.
3. Scroll to and touch a topic.
4. The instructions automatically print.

- * Quick Copies
- * Copy 1-sided to 2-sided (1 to 2)
- * Copy 2-sided to 1-sided (2 to 1)
- * Copy 2-sided to 2-sided (2 to 2)
- * Handouts (Multiple pages per sheet or N-up)
- * Make a booklet
- * Storing a Copy Job
- * Retrieving a Stored Copy Job
- * Create a job with Multiple Size Originals
- * Choose an Output Bin

- * Send an E-mail
- * Save an E-mail Address

- * Send a Fax
- * Send a Fax to a Speed Dial
- * Create a New Fax Speed Dial
- * Delete Fax Speed Dial

www.hp.com/go/useMyMFP

