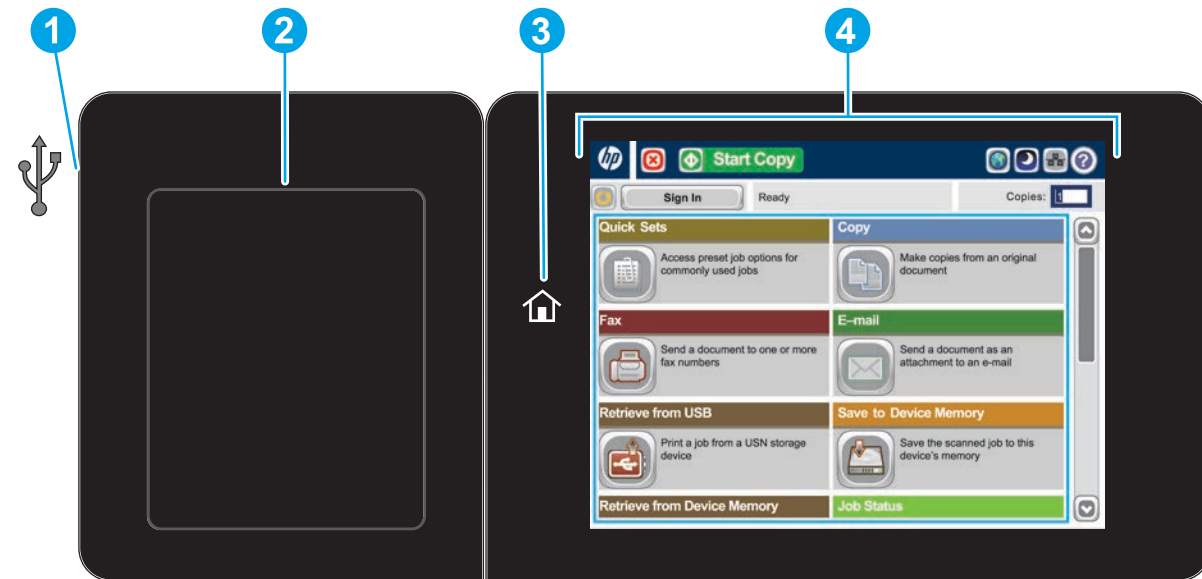# LaserJet Enterprise MFP M630

Use the Control Panel

1 Easy-access USB port ⟜ for printing documents directly from or saving scanned documents to a USB flash drive

Supported file types:
Digital Send (dn, h, and f models): PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

Digital Send (z model): PDF, JPEG, TIFF, MTIFF, XPS, PDF/A, Text (OCR), Unicode Text (OCR), RTF (OCR), Searchable PDF (OCR), Searchable PDF/A (OCR), HTML (OCR), CSV (OCR)

Scan to easy-access USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

Print from easy-access USB: PDF, PS, print-ready files (.prn, .pcl)

2 Hardware integration pocket (HIP) for adding third-party devices

3 Home ⌂ button. Returns the product to the Home screen

4 Color touchscreen graphical display
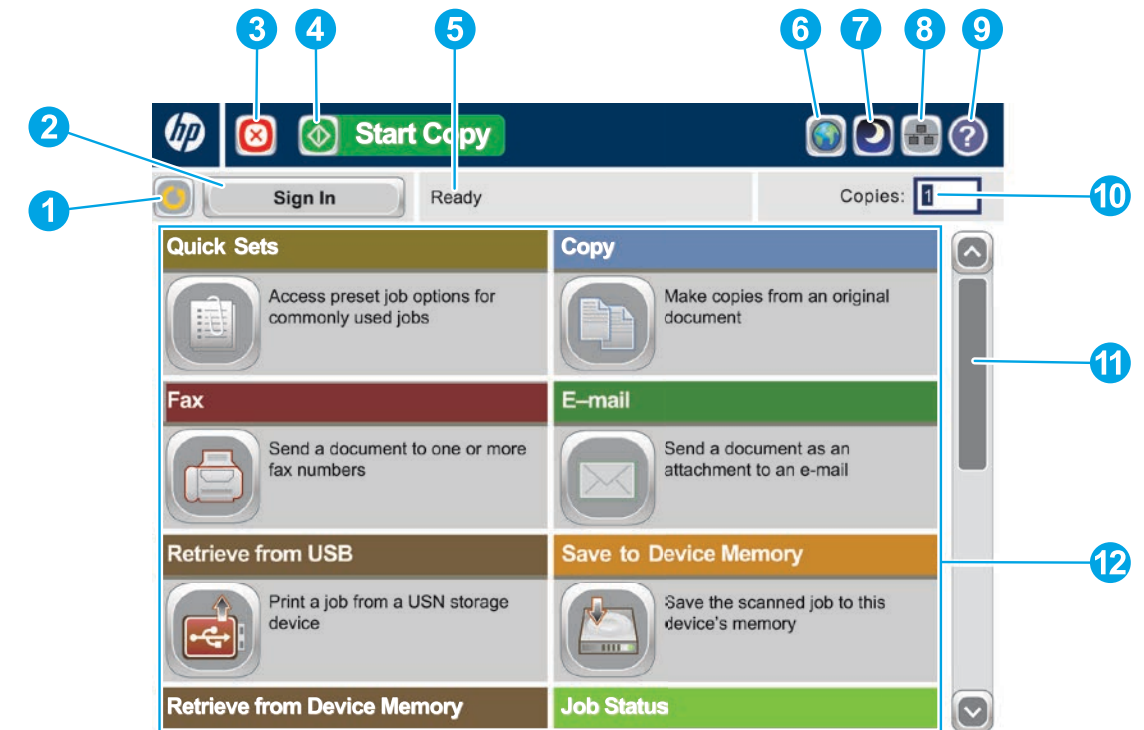
1 Touch this button to clear any changes and return to the default settings.

2 Touch this button to sign in for access to secured features.

3 Touch this button to pause the current job.

4 Touch the Start Copy button to start a copy job.

5 Product status.

6 Touch this button to change the control-panel language.

7 Touch this button to put the product into Sleep mode.

8 Touch this button to display the network address for the product.

9 Touch this button for assistance on any screen.

10 Touch this field to change the number of copies.

11 Touch the up or down arrows on the scroll bar to see the complete list of available features.

12 Open product functions with these buttons.

In addition to the features described here, the M630z model also includes these features:

- Save to Sharepoint®: Scan and save a file directly to a Microsoft® SharePoint® site.
- Optical Character Recognition (OCR): When scanning and saving a document, select from several OCR options for the document file type so you can edit the text in the saved document.

Copy

Make copies from an original document.

Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.

1. To customize settings, touch **Copy** and then touch the individual options. Touch **More Options** to set other options.
2. Touch **Start** .
3. To return to the Home screen, touch the Home button in the upper left corner of the screen.

E-mail (if configured)

Send a document as an attachment to an e-mail.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **E-mail** .
3. Touch the **From**: text box to open the keyboard. Type your e-mail address.
4. Touch the **To**: text box to open the keyboard. Type the e-mail address.
5. Touch the **Subject**: text box to open the keyboard. Type the text.
6. Touch **More Options** to set other options.
7. Touch **Start** .
8. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Fax (if available and configured)

Send a document to one or more fax numbers.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **Fax** .
3. Use any of the following methods to select a fax number:
   - Touch the **Fax Number** field to open the keypad and manually enter a fax number.
   - Touch the address book button to select a fax number.
   - Select a speed dial number.
4. Touch **More Options** to set other options.
5. Touch **Start** .
6. To return to the Home screen, touch the Home in the upper left corner of the screen.

Job Status

Check on active and completed jobs.

1. To view all current jobs, touch **Job Status** . The active tab displays all current Jobs/Users/Status information.
2. To view a specific job, touch the job name and touch **Details**.
3. To cancel a specific job, touch the job name and touch **Cancel Job**.
4. To view completed jobs, touch the **Job Log** tab.
5. To view a specific completed job, touch the job name and touch **Details**.
6. For a copy of the Job Log, touch **Print Log**.
7. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Save to SharePoint® (if configured) (z model)

Scan and save a file directly to Microsoft® SharePoint® site.

Save to Network Folder (if configured)

Scan and save a document for future use.

Save to USB (if configured)

Scan and save a document for future use.

Save to Device Memory

Scan and save a document for future use.

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
2. Touch **Save to SharePoint** , **Save to Network Folder** , **Save to USB** , or **Save to Device Memory** .
3. Select a folder for the file, and touch **OK**.
4. Touch **Job Name** to open the keyboard, and then type the file name. Touch **OK**.
5. Touch **Start** .
6. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Retrieve from USB (if configured)

Select and print a document from a portable USB storage accessory.

Retrieve from Device Memory

Print a job stored in this product's memory.

1. Touch **Retrieve from USB** or **Retrieve from Device Memory** .
2. Select the folder where the document is saved, and touch OK.
3. If the job is private, enter the PIN.
4. Touch **Start** .
5. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Optical Character Recognition (OCR) (z model)

When scanning and saving a document, select from several OCR options for the document file type so you can edit the text in the saved document. OCR is available for these features, if they are configured: Email, Save to Network Folder, Save to USB, and Save to SharePoint®.

1. Open the **Email** feature or a **Save to** feature.
2. Touch the **More Options** button.
3. Touch **Document File Type**.
4. Select an OCR file type.

Supplies

Check the status of supplies and reset supplies.

1. Touch the name of any supply to see the current level.
2. To view a supply part number or the location of a supply, touch any supply line and then touch **Details**.
3. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Trays

Check the status of the trays and configure the paper type and size.

1. Touch the tray number to view the current level.
2. To change the paper type or size, touch **Modify**.
3. Touch **Details** to view details on a specific tray.
4. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Administration

Manage the product.

1. Touch **Administration** to open a group of menus where you can perform the following tasks:
   - Set default product behavior for most features.
   - Configure network settings.
   - View and print product reports.
   - Set the date and time.
   - Print pages that help you troubleshoot problems.
2. To return to the Home screen, touch the Home button in the upper left corner of the screen.

Device Maintenance

Maintain the product.

1. Touch **Device Maintenance** to open up a group of menus where you can perform the following tasks:
   - Calibrate and clean the product.
   - Back up and restore product information.
   - Update the firmware via USB.
   - Open the **Service** menu.
2. To return to the Home screen, touch the Home button in the upper left corner of the screen.

More Help

- Product support: **www.hp.com/support/ljMFPM630**