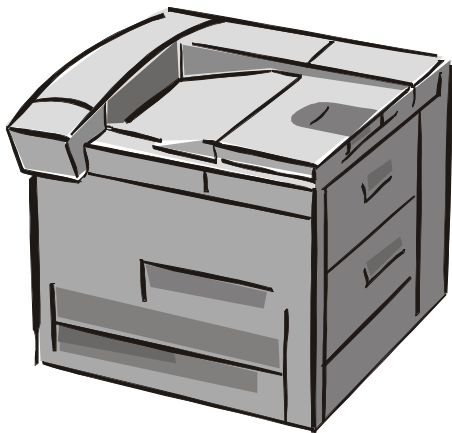


# Ready Reference Guide

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English



HP LaserJet 8150, 8150 N, \_\_\_\_\_  
8150 DN, 8150 HN, and  
8150 MFP Printers

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First Edition, October 2000

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# Control Panel

Places printer online or offline, resumes printing, and exits menus

2-line display

Cancels current print job

Cycles through menus

Printer is ready

Cycles through selected menu's items

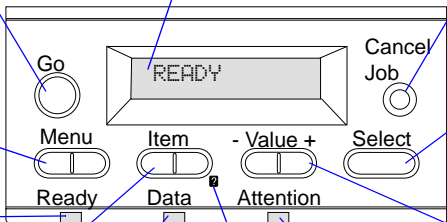
Processing information

Use the item key to navigate the printer's online help

Action is required- see display

Saves selected control panel setting

Cycles through selected menu item's values



## To Change a Control Panel Setting:

- 1 Press **MENU** until the desired menu appears.
- 2 Press **ITEM** until the desired item appears.
- 3 Press **- VALUE +** until the desired setting appears.
- 4 Press **SELECT** to save the selection.
- 5 Press **GO** to exit the menu.

## Checking the Printer's Configuration:

From the printer's control panel, you can print pages that give details about the printer and its current configuration. The following information pages are described here:

- Menu Map
- Configuration Page
- PCL or PS Font List

### To Print a Menu Map:

- 1 Press **MENU** until INFORMATION MENU appears.
- 2 Press **ITEM** until PRINT MENU MAP appears.
- 3 Press **SELECT** to print the menu map.

### To Print a Configuration Page:

- 1 Press **MENU** until INFORMATION MENU appears.
- 2 Press **ITEM** until PRINT CONFIGURATION appears.
- 3 Press **SELECT** to print the configuration page.

### To Print a PCL or PS Font List:

- 1 Press **MENU** until INFORMATION MENU appears.
- 2 Press **ITEM** until PRINT PCL FONT LIST or PRINT PS FONT LIST appears.
- 3 Press **SELECT** to print the font list.

# Common Printer Messages

Message	Explanation
ACCESS DENIED MENUS LOCKED	<p>The printer control panel function you are trying to access has been locked to prevent unauthorized access.</p> <p>See your network administrator.</p>
CHECK INPUT DEVICE alternates with PAPER PATH OPEN PLEASE CLOSE IT	<p>The optional input tray cannot feed paper to the printer because a door or paper guide is open.</p> <p>Check the doors and paper guides.</p>
ENV FEEDER LOAD [TYPE] [SIZE]	<p>Load the requested envelope type and size into the envelope feeder. Make sure the envelope size and type are set correctly from the Paper Handling Menu in the control panel.</p> <p>Press <b>Go</b> if the desired envelope is already loaded in the feeder.</p> <p>Press <b>- VALUE +</b> to scroll through the available types and sizes. Press <b>SELECT</b> to accept the alternate type or size.</p>
INPUT DEVICE CONDITION XX.YY	<p>An input paper handling device has a condition that needs attention before printing can resume.</p> <p>See the documentation that came with the paper handling device for assistance.</p>

Message	Explanation
MANUALLY FEED [TYPE] [SIZE]	<p>Load the requested paper into Tray 1.</p> <p>Press <b>Go</b> if the desired paper is already loaded in Tray 1.</p> <p>Press <b>- VALUE +</b> to scroll through the available types and sizes. Press <b>SELECT</b> to accept the alternate type or size.</p>
OFFLINE	Press <b>Go</b> to place the printer online.
PERFORM PRINTER MAINTENANCE	To ensure optimum print quality, the printer prompts you to perform routine maintenance every 350,000 pages.
TRAY X EMPTY	<p>Load the empty tray (X) to clear the message.</p> <p>If you do not load the specified tray, the printer will continue printing from the next available tray, and the message will continue to display.</p>
TRAY X LOAD [TYPE] [SIZE]	<p>Load the requested paper into the specified tray (X).</p> <p>Ensure that the trays are correctly adjusted for size. The tray type settings (and size for Tray 1) must be set from the printer's control panel.</p> <p>If you are trying to print A4 or letter size paper, and this message appears, make sure the default paper size is set correctly from the Printing Menu in the printer's control panel.</p> <p>Press <b>Go</b> to print from the next available tray.</p> <p>Press <b>- VALUE +</b> to scroll through the available types and sizes. Press <b>SELECT</b> to accept the alternate type or size.</p>



## Message

## Explanation

13.X PAPER JAM  
[LOCATION]

Remove jammed paper from the specified location. Open and close the top cover to clear the message.

If the message persists after all jams have been cleared, a sensor may be stuck or broken. Contact an HP-authorized service or support provider. (See the HP Customer Care pages in the online user guide for the printer.)

41.3 UNEXPECTED  
PAPER SIZE

The paper size you are trying to print is not the same as the control panel setting for Tray 1. Reload the tray with the correct paper size.

Make sure that the control panel setting for Tray 1 or the Envelope Feeder is correctly adjusted for size. (The printer will continue trying to print the job until size settings are correct.)

After performing the actions above, press **Go** twice. The page containing the error will automatically be reprinted. (Or, you might want to press **CANCEL JOB** to clear the job from the printer's memory.)

50.X FUSER ERROR

An internal error has occurred. Turn the printer off for at least 5 minutes, and then turn the printer on.

The message might clear, and then reappear when the next print job is sent. If this message persists, contact an HP-authorized service or support provider.

51.X OR 52.X  
PRINTER ERROR

A temporary printing error occurred.

Turn the printer off, and then turn the printer on.

If this message persists, contact an HP-authorized service or support provider.

Message	Explanation
<p>69.X            PRINTER ERROR            alternates with            CYLCLE POWER TO            CONTINUE</p>	<p>A temporary printing error occurred.            Turn the printer off, reseate the duplexer and then turn the printer on.            If this message persists, contact an HP-authorized service or support provider.</p>
<p>79.XXXX            PRINTER ERROR</p>	<p>The printer detected an error. The numbers (XXXX) indicate the specific type of error.            Turn the printer off, and then turn the printer on. If the message appears only with a specific software application or print job, simplify the job, or print from a different application. If the message persists, contact the software vendor for assistance.            If the message is not related to a specific file or software application, turn the printer off, disconnect the power cable and reseate the formatter, EIO cards, or memory DIMMs. Reconnect the power cable and turn the printer on.            If the message persists, see the HP Customer Care pages at the front of the printer's online user guide for assistance.</p>

# Printing Tasks

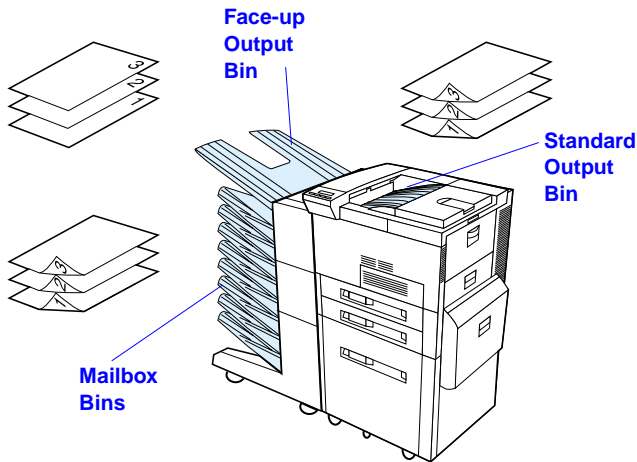
## Manually Feeding Paper from Tray 1

The Manual Feed feature allows you to print on special paper from Tray 1, such as envelopes or letterhead. If Manual Feed is selected, the printer will print only from Tray 1.

Select Manual Feed through the software or printer driver. Manual Feed can also be enabled from the Paper Handling Menu in the printer's control panel.

When Manual Feed is selected, if `TRAY 1 MODE=FIRST` the printer automatically prints (if paper is in the tray). If `TRAY 1 MODE=CASSETTE` the printer prompts to load Tray 1 whether or not Tray 1 is loaded. This enables you to load different paper if necessary. Press **Go** to print from Tray 1.

## Selecting the Output Bin



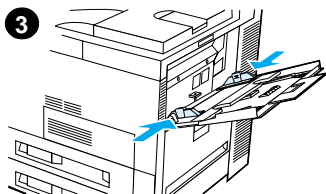
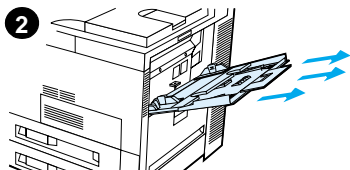
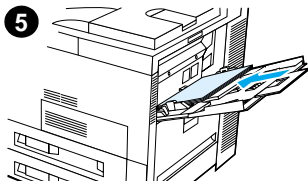
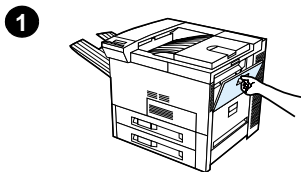
Use standard output bin when printing:

- over 50 sheets of paper, continuously

Opening the face-up bin might improve output quality with the following:

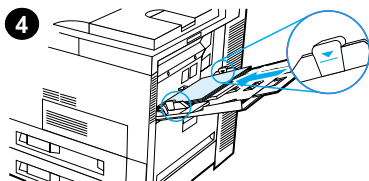
- envelopes
- labels
- small custom-size paper
- postcards
- light or heavy paper
- transparencies

# Loading Tray 1

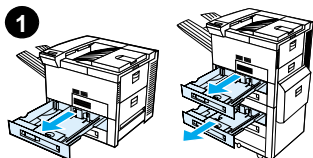


## Caution

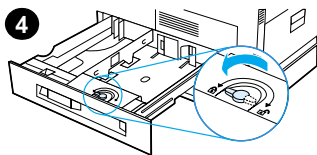
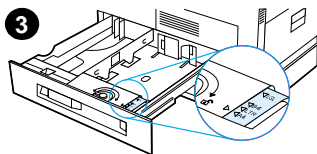
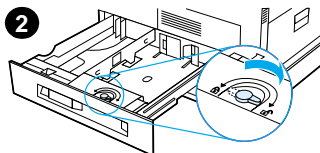
To avoid a paper jam, never add or remove paper from Tray 1 while the printer is printing.

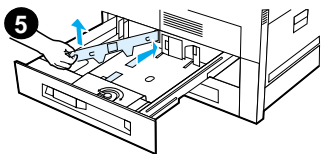


## Loading Trays 2, 3, and the Optional 2 x 500-sheet Input Tray (Trays 4 and 5)

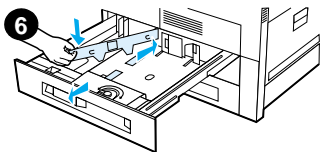


- 1 Open the tray until it stops.
- 2 Turn the paper guide lock to the unlocked position.
- 3 Slide the paper guide to the mark that indicates the size of paper you are loading.
- 4 Turn the paper guide lock to the locked position.

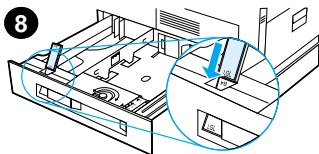
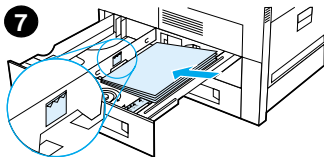




**5** Adjust the left paper guide by pushing back, then lifting up and out.



**6** Position the guide over the appropriate lines marked in the tray. Press the guide into the rear slot and then lower down into the front slot. Be sure the guide is not skewed.

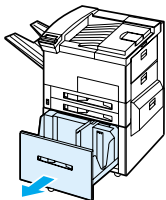


- 7** Insert up to 500 sheets of paper into the tray. Do not fill the input tray above the paper fill marks on the guide.
  - a** Load Letter or A4 paper with the top of the page toward the rear of the tray and with the side-to-be-printed down for single-sided printing. For two-sided printing, load the top of the page toward the rear of the tray and with the first side-to-be-printed up.
  - b** Load short-edge fed media with the top of the page toward the right side of the tray and with the side-to-be-printed down for single-sided printing. For two-sided printing, load media with the top of the page toward the left side of the tray and with the first side-to-be-printed up.
- 8** Make sure that the paper size tab is set correctly. Slide the tray back into the printer.



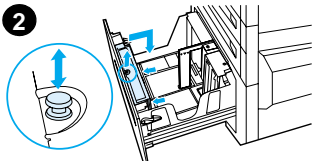
# Loading Optional 2000-sheet Input Tray (Tray 4)

1



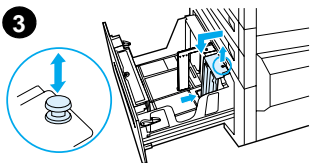
- 1 Slide Tray 4 open until it stops.
- 2 Pull the front guide out by the blue pin. Place the guide into the slots in the top and bottom of the input tray that correspond to the paper size you are loading and push the pin in.
- 3 Repeat step 2 to adjust the back guide.
- 4 Repeat step 2 to adjust the left guide.

2

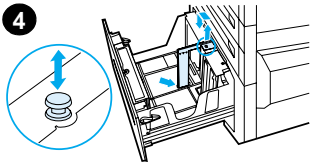


- 3 Repeat step 2 to adjust the back guide.
- 4 Repeat step 2 to adjust the left guide.

3



4

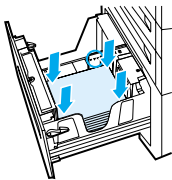
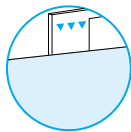


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## Note

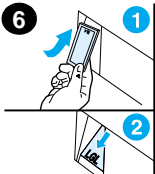
To load 11 x 17 inch paper, move the left guide to the back of the tray. Be sure to place the left guide in the top and bottom slots marked for 11 x 17 inch paper.

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**5**

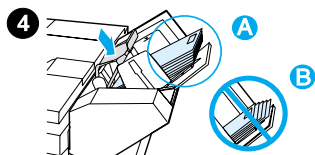
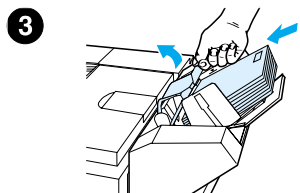
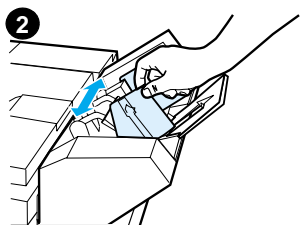
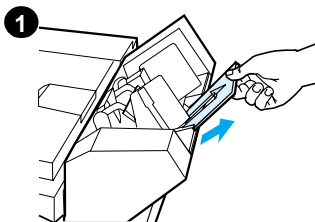
Load up to 2000 sheets of paper into the tray. Do not allow paper to extend above the paperfill mark on the sides.

For loading instructions, see steps 7a and 7b on page 12.

**6**

- 5** Press down on all four corners of the paper stack to ensure the paper rests flat in the tray, without bending.
- 6** Close Tray 4. Ensure that the paper size tab is set correctly.

# Loading Envelopes in the Envelope Feeder



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## Note

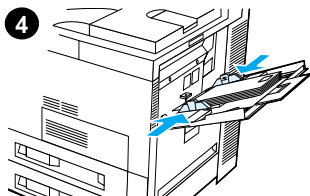
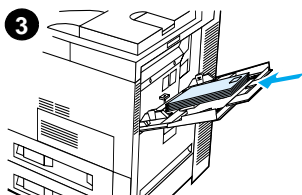
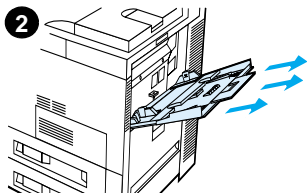
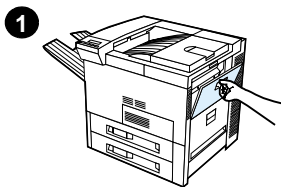
Print only envelopes approved for use in the printer. See the user guide for more information.

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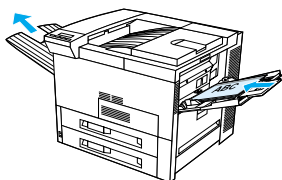
- 1 Pull out the envelope tray extender. The tray extender will help reduce jams.
- 2 To adjust the width guide to the size of the envelopes to be used, push the tab on the left guide.
- 3 Lift the envelope weight lever, and insert the envelopes up to the fill mark.
- 4 Lower the lever. The envelopes should be angled as shown (A). Do not angle them the opposite direction (B).

# Printing Special Paper

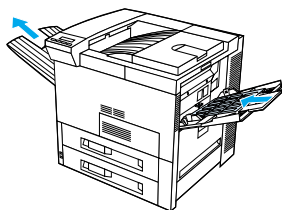
## Printing Envelopes



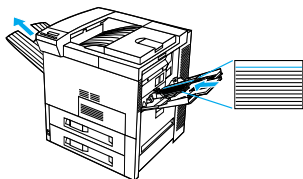
## Printing Transparencies



## Printing Labels

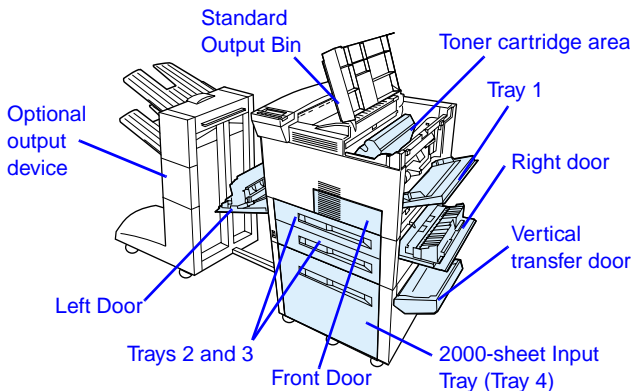


## Printing Cards, Custom size and Heavy Paper

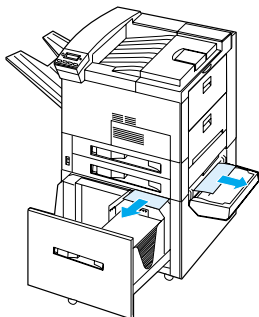
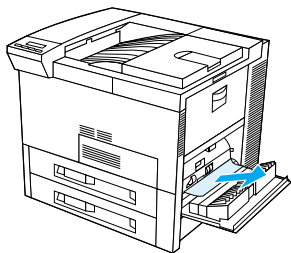
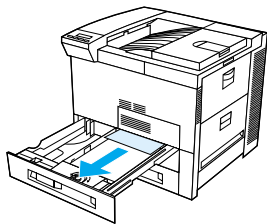
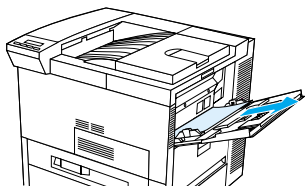


# Clearing Paper Jams

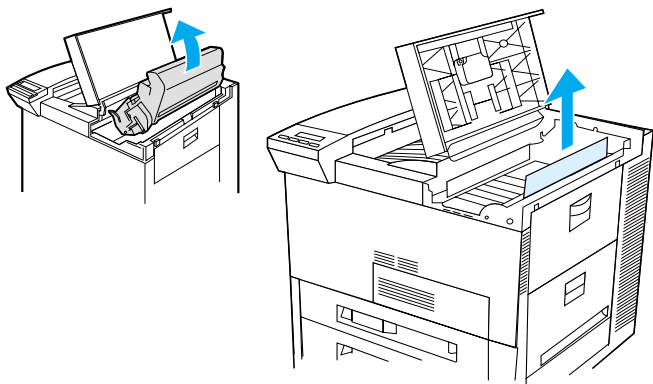
Paper jams can occur at the following locations:



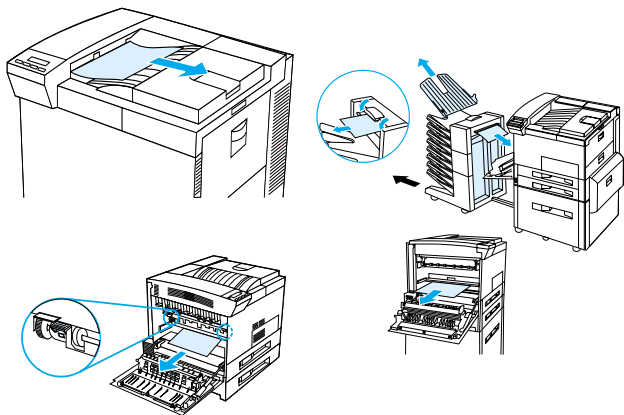
# Clearing Jams from the Input Tray Areas



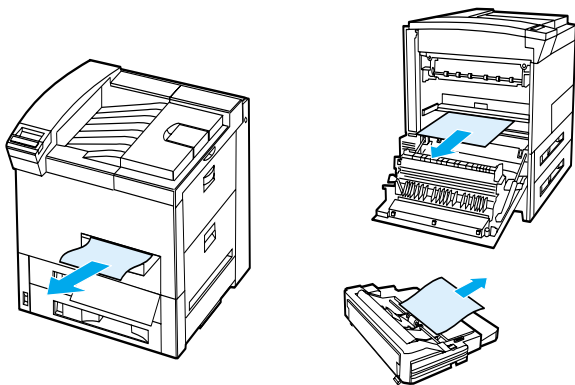
## Clearing Jams from the Top Cover Area



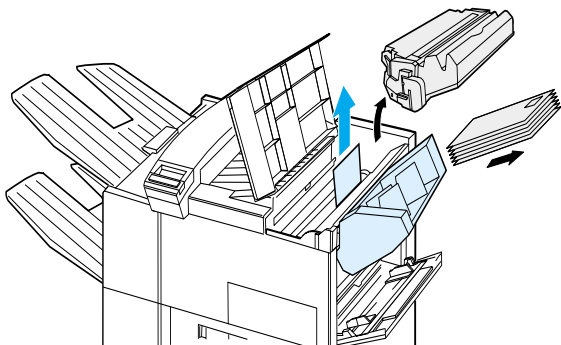
## Clearing Jams from the Output Areas



## Clearing Jams from the Optional Duplex Printing Accessory

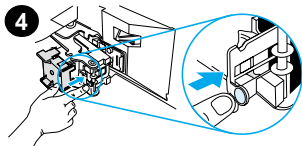
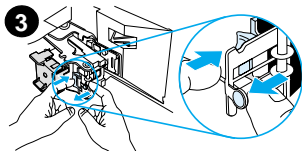
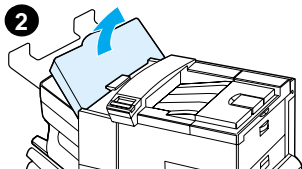
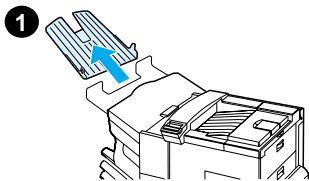


## Clearing the Optional Envelope Feeder





# Clearing Jams from the Stapler (5-bin Mailbox with Stapler)



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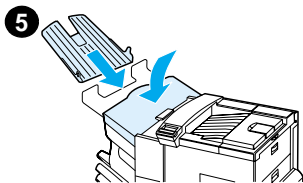
## Note

For more information on an optional HP output device, see the user guide that came with the device.

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- 1 Remove the Face-up Bin.
- 2 Open the stapler unit cover.
- 3 Press the colored tab with your forefinger and pull the colored circular tab with your other forefinger to open the stapler.
- 4 Remove loose or damaged staples from the stapler head. Push the circular tab to snap it back into place.

## Clearing Jams from the Stapler (5-bin Mailbox with Stapler - continued)



- 5 Close the stapler unit cover and replace the Face-up Bin.

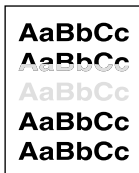
Clear all paper paths that may have jammed as a result of the jammed staples.

# Solving Repeated Paper Jams

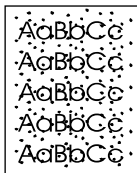
**If paper jams occur frequently, try the following:**

- Check to see that paper is correctly loaded in the trays, and that all width guides are set (not skewed).
- Ensure that the paper tray is set for the size of paper installed and that the tray is not overloaded with paper.
- Try turning over the stack of paper in the tray. If you are using prepunched or letterhead paper, try printing from Tray 1.
- Do not use previously printed paper or torn, worn, or irregular paper.
- Check the paper specifications in the online user guide. If the paper is outside of the recommended specifications, problems may occur.
- When duplexing, the printer rolls paper under Tray 3 and this may cause a jam. Pull Tray 3 out of the printer completely and remove any paper from under the tray. Insert Tray 3 back into the printer.
- Printer may be dirty. Clean the printer as described in the online user guide.
- Check that the correct paper size is installed.
- Check that all damaged or jammed paper is removed by pulling it out of the printer.

# Correcting Output Quality Problems



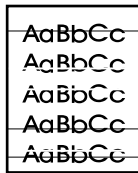
Light Print  
or Fade



Specks (front  
or back)



Dropouts



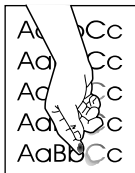
Lines



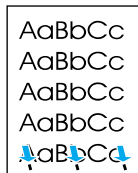
Gray  
Background



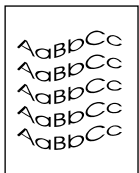
Toner Smear



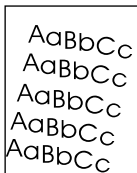
Loose Toner



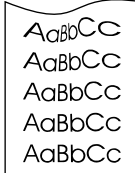
Repeated  
Defects



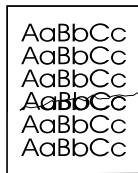
Misformed  
Characters



Page Skew




Curl or Wave




Wrinkles or  
Creases


# Troubleshooting Steps

Light Print or Fade	Specks	Dropouts	Lines	Gray Background	Toner Smear	Loose Toner	Repeating Defects	Misformed Characters	Page Skew	Curl or Wave	Wrinkles or Creases	<b>Troubleshooting Steps</b> <b>(Follow the steps</b> <b>in the order</b> <b>they are listed.)</b>  
	✓		✓		✓	✓	✓				✓	1. Print a few more pages to see if the problem will correct itself.
	✓				✓	✓						2. Clean the inside of the printer or use the printer's cleaning page.
✓												3. Make sure EconoMode is off.
										✓	✓	4. Turn over the stack of paper in the tray. Also try rotating the paper 180°.
✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	5. Check the paper (or other print media) type and quality.
✓		✓		✓						✓	✓	6. Check the printer's environment.
									✓		✓	7. Make sure paper is loaded correctly and that the guides are not too tight or too loose against the paper stack.

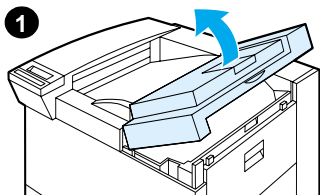
## Troubleshooting Steps (Continued)

Light Print or Fade	Specks	Dropouts	Lines	Gray Background	Toner Smear	Loose Toner	Repeating Defects	Misformed Characters	Page Skew	Curl or Wave	Wrinkles or Creases	<b>Troubleshooting Steps</b> <b>(Follow the steps</b> <b>in the order</b> <b>they are listed.)</b>  
										✓	✓	8. Print to a different output bin.
✓		✓		✓								9. Adjust the toner density setting.
					✓	✓						10. Change the fuser mode setting. Check that the orange packing spacers are removed from the fusing area.
✓												11. Redistribute the toner in the toner cartridge.
✓		✓	✓	✓	✓		✓	✓				12. Install a new HP toner cartridge. (See instructions provided with the toner cartridge.)
✓	✓	✓	✓	✓	✓		✓					13. Order and install the Printer Maintenance Kit.

## Troubleshooting Steps (Continued)

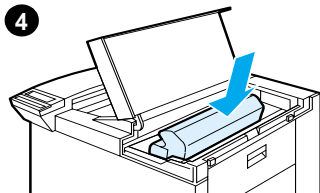
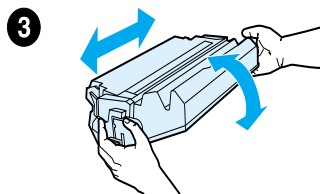
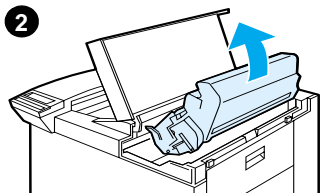
Light Print or Fade	Specks	Dropouts	Lines	Gray Background	Toner Smear	Loose Toner	Repeating Defects	Misformed Characters	Page Skew	Curl or Wave	Wrinkles or Creases	<p><b>Troubleshooting Steps</b>  <b>(Follow the steps</b>  <b>in the order</b>  <b>they are listed.)</b></p> 
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	<p>14. After trying all the steps suggested above, contact an HP-authorized service or support provider. (See the HP Customer Care pages in the online user guide for the printer.)</p>

## Continue Printing When Toner Is Low



### Caution

To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.





# Resets Menu

Use this menu with caution. You can lose buffered page data or printer configuration settings when you select these items. Only reset the printer under the following circumstances:

- You want to restore the printer's default settings.
- Communication between the printer and computer has been interrupted.
- You are having problems with a port.

(The items in the Resets Menu will clear all memory in the printer, while **CANCEL JOB** clears only the current job.)

Item	Explanation
RESET MEMORY	This item clears the printer buffer and the active I/O input buffer, and makes the control panel defaults current.  Resetting memory during a print job can result in data loss.
RESTORE FACTORY SETTINGS	This item performs a simple reset and restores most of the factory (default) settings. This item also clears the input buffer for the active I/O.
RESET ACTIVE I/O CHANNEL	This item performs a simple reset and clears the input and output buffers (for the active I/Os only).
RESET ALL I/O CHANNELS	This item performs a simple reset and clears the input and output buffers for all I/Os.

# Supported Types of Paper

**Note** For more information on an optional HP output device, see the user guide that came with the device.

Tray or Bin	Capacity	Paper	Weight
Tray 1 (multi-purpose)	up to 100 sheets	<ul style="list-style-type: none"><li>• Paper sizes: Letter, ISO A4, Executive, ISO A5, Legal, 11 x 17, ISO A3, JIS B5, JIS B4, JPostD, 8K, 16K, JIS EXEC</li><li>• Custom sizes: Minimum: 3.9 x 7.5 in. (98 x 191 mm) Maximum: 11.7 x 17.7 in. (297 x 450 mm) <b>Note:</b> Use Tray 1 when printing envelopes, transparencies, and labels.</li></ul>	16 Bond to 53 lb Index (60 to 199 g/m <sup>2</sup> ) Two-sided printing: 16 to 28 lb Bond (60 to 105 g/m <sup>2</sup> )

<b>Tray or Bin</b>	<b>Capacity</b>	<b>Paper</b>	<b>Weight</b>
Tray 2 and Optional 2 x 500- sheet Input Tray (Tray 4)	up to 500 sheets	Paper sizes: Letter, ISO A4, Legal, JIS B4	16 to 28 lb (60 to 105 g/m <sup>2</sup> )
Tray 3 and Optional 2 x 500- sheet Input Tray (Tray 5)	up to 500 sheets	Paper sizes: Letter, ISO A4, Legal, JIS B4, ISO A3, 11 x 17	16 to 28 lb (60 to 105 g/m <sup>2</sup> )
Optional 2000-sheet Input Tray (Tray 4)	up to 2000 sheets	Paper sizes: Letter, ISO A4, Legal, JIS B4, ISO A3, 11 x 17	16 to 28 lb (60 to 105 g/m <sup>2</sup> )

Tray or Bin	Capacity	Paper	Weight
Optional Custom Paper Trays (Trays 3 or 5)	up to 500 sheets	Typical paper sizes: Letter, ISO A4, Legal, JIS B4, ISO A3, 11 x 17, 8K, 16K, JIS EXEC, Executive  Custom sizes: Minimum: 3.9 x 7.5 in. (98 x 191 mm)  Maximum: 11.7 x 17.7 in. (297 x 450 mm)	16 to 28 lb (60 to 105 g/m <sup>2</sup> )
Standard Output Bin (face-down)	up to 500 sheets	Paper sizes: Letter, ISO A4, ISO A5, Executive, Legal, 11 x 17, ISO A3, JIS B5, JIS B4, 8K, 16K, custom-size paper	

Tray or Bin	Capacity	Paper	Weight
Face-up Bin	up to 100 sheets	Paper sizes: Letter, ISO A4, ISO A5, Executive, Legal, 11 x 17, ISO A3, JIS B5, JIS B4, JPostD, Monarch, 8K, 16K, envelopes, labels, transparencies, heavy paper, custom-size paper	
5-bin Mailbox with Stapler and 8-bin Mailbox	up to 250 sheets per bin	Paper sizes: Letter, ISO A4, Legal <b>Note:</b> JIS B4, Executive, 11 x 17, ISO A3, envelopes, transparencies, and labels are only supported in the Face-up Bin. The staple bin only supports A4, and Letter paper sizes.	Standard Output Bin (Face-down Bin): 16 to 28 lb (60 to 105 g/m <sup>2</sup> )  Face-up Bin 16 to 53 lb (60 to 199 g/m <sup>2</sup> )

Tray or Bin	Capacity	Paper	Weight
7-bin Tabletop Mailbox	up to 120 sheets per bin	Paper sizes: Letter, ISO A4, Legal <b>Note:</b> Envelopes, transparencies, and labels are only supported in the Face-up Bin.	Standard Output Bin (Face-down Bin): 16 to 28 lb (60 to 105 g/m <sup>2</sup> )  Face-up Bin 16 to 53 lb (60 to 199 g/m <sup>2</sup> )
Envelope Feeder	up to 100 envelopes	Envelope sizes: Commercial #10, C5, DL, Monarch, ISO B5, JPostD	16 to 24 lb (60 to 90 g/m <sup>2</sup> )
Duplexer		Paper sizes: Letter, Legal, 11 x 17, Executive, ISO A3, ISO A4, JIS B4, JIS B5, 8K, 16K, JIS EXEC	16 to 28 lb (60 to 105 g/m <sup>2</sup> )

## For More Information

- See the online user guide for the printer.
- See the printer software or printer driver help.

