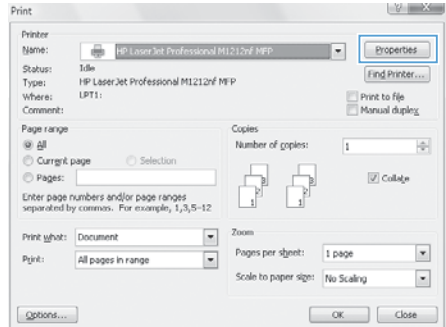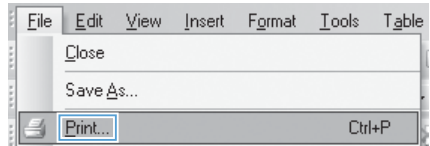# LASERJET PROFESSIONAL M1130/M1210
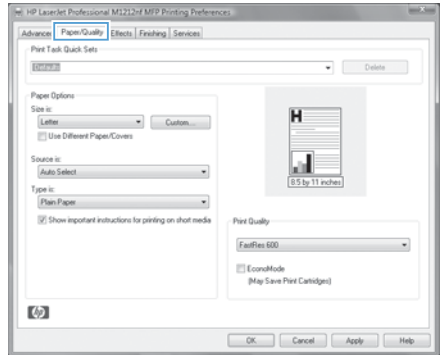## MFP SERIES

Quick Reference Guide

Print on special paper, labels, or transparencies with Windows

1. On the **File** menu in the software program, click **Print**.

2. Select the product, and then click the **Properties** or **Preferences** button.

3. Click the **Paper/Quality** tab.

4. From the **Type is** drop-down list, select the type of paper you are using, and click the **OK** button.

Manually print on both sides (duplex) with Windows
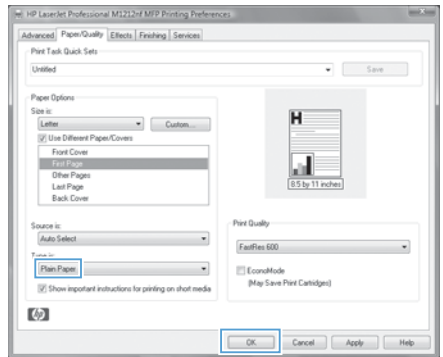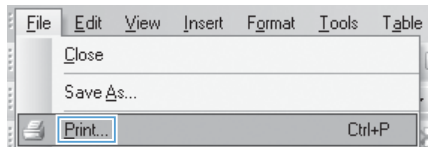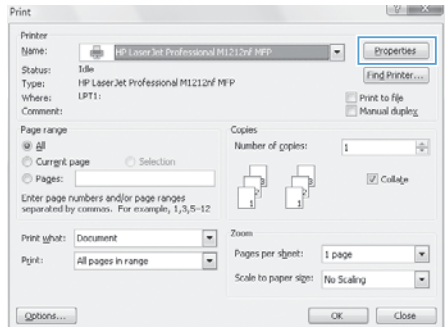
1. Load paper face-up in the input tray.

2. On the **File** menu in the software program, click **Print**.

3. Select the product, and then click the **Properties** or **Preferences** button.

4. Click the **Finishing** tab.

5. Select the **Print on both sides (manually)** check box. Click the **OK** button to print the first side of the job.

6. Retrieve the printed stack from the output bin, and, maintaining the paper orientation, place it with the printed-side facing down in the input tray.

7. At the computer, click the **Continue** button to print the second side of the job.
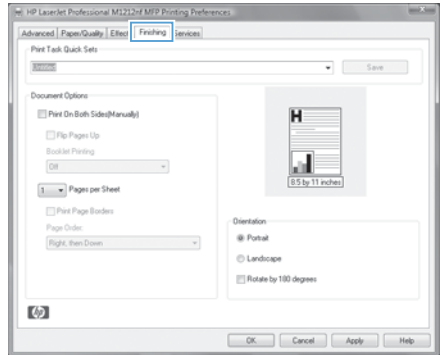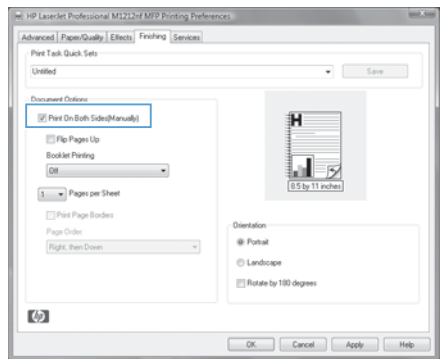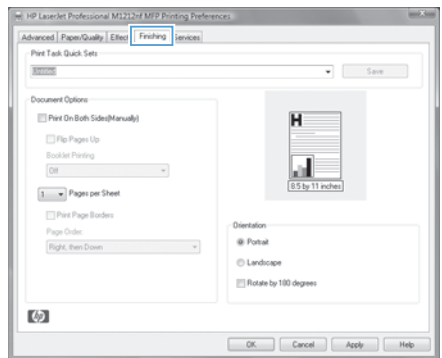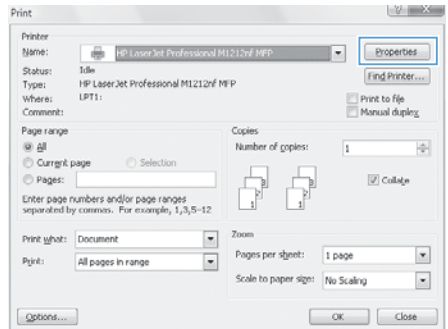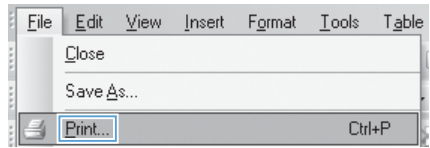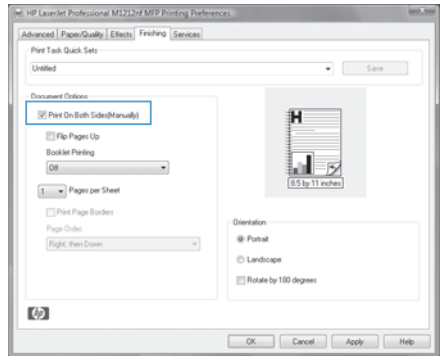
Create a booklet with Windows

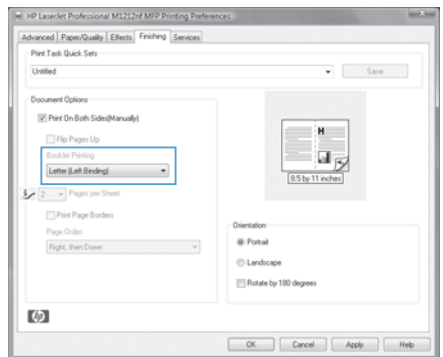1. On the **File** menu in the software program, click **Print**.

2. Select the product, and then click the **Properties** or **Preferences** button.

3. Click the **Finishing** tab.

4. Click the **Print on both sides (manually)** check box.

5. In the **Booklet Printing** drop-down list, select a binding option. The **Pages per sheet** option automatically changes to **2 pages per sheet**.

Reduce or enlarge copies (M1130 Series)

1. Load the document onto the scanner glass.

2. Press the Setup button repeatedly until the Reduce/Enlarge light is on.

3. Press the up arrow ▲ to increase the copy size, or press the down arrow ▼ to decrease the copy size.

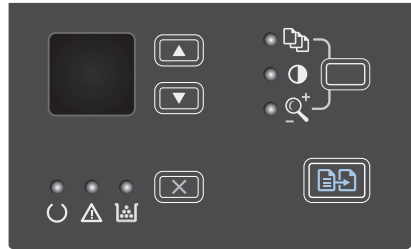4. Press the Start Copy button to start copying.

Reduce or enlarge copies (M1210 Series)

1. Load the document onto the scanner glass
    or into the document feeder.

2. Press the Copy Settings 📄 button one time
    to open the **Reduce/Enlarge** menu.

3. Use the arrow buttons to select the correct
    reduction or enlargement option, and then
    press the OK button.

4. Press the Start Copy 📄 button to start
    copying.

Change the copy quality setting (M1210 Series)

1. Press the Copy Settings ⓑ button two times
    to open the **Copy Quality** menu.

2. Use the arrow buttons to select a copy-
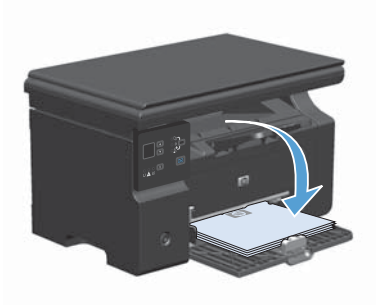   quality option, and press the OK button.

    NOTE: The setting returns to the default
    value after two minutes.

Copy a two-sided original to a two-sided document

1.   Load the first page of the document onto the
      scanner glass or into the document feeder
      (M1210 Series).

2.   Press the Start Copy ▤▣ button.

3.   Flip the original, and then reload it onto the
      scanner glass or into the document feeder.

4.   Remove the copied page from the output bin
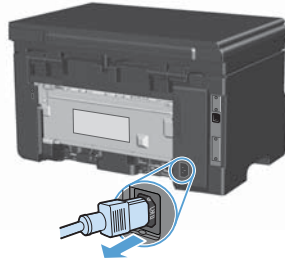   and place it face down into the input tray.

5.   Press the Start Copy ▤▣ button.

6.   Remove the copied page from the output
      bin, and then set it aside for manual
      collating.

7.   Repeat steps 1 through 6, following the
      original document page order, until all pages
      of the original are copied.

Scan quality

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner glass and white plastic backing.

1. Use the power switch to turn off the product, and then unplug the power cord from the electrical socket.

2. Open the scanner lid.

3. Clean the scanner glass and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

   CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

4. Dry the glass and white plastic with a chamois or a cellulose sponge to prevent spotting.

5. Plug in the product, and then use the power switch to turn on the product.

Use the control panel to create and edit the fax phone book

1. On the control panel, press the Setup ⚙ button.

2. Use the arrow buttons to select the **Phone Book** menu, and then press the OK button.

3. Use the arrow buttons to select the **Add/ Edit** menu, and then press the OK button.

4. Enter the fax number and name, and then press the OK button.

Fax from the flatbed scanner

1. Place the document face-down on the scanner glass.

2. Press the Setup ⚒ button.

3. Select the **Phone Book** menu, and then press the OK button.

4. From the list, select the phone book entry. If no entry exists, use the keypad on the control panel to dial the number.

5. On the control panel, press the Send Fax ⤸🖹 button. The product starts the fax job.

Fax from the document feeder

1. Insert the originals into the document feeder face-up.

    NOTE: The document feeder capacity is up to 35 sheets of 75 g/m² or 20 lb media.

    CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the document feeder.

2. Adjust the guides until they are snug against the paper.

3. Press the Setup 🔧 button.

4. Select the **Phone Book** menu, and then press the OK button.

5. From the list, select the phone book entry. If no entry exists, use the keypad on the control panel to dial the number.

6. On the control panel, press the Send Fax 📠 button. The product starts the fax job.

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