

Quick Reference Guide



Print on special paper, labels, or transparencies

- 1. On the File menu in the software program, click Print.
- File
 Edit
 View
 Inser

 Save
 As...

 Page
 Setup...

 Page
 Setup...

 Print...
 Ctrl+P

 Image
 Image

rint		A X
Printer Name:	R HP Laser Jet MIS30 MPP Series PCL 6	Properties
Status: Type:	HP Laser Jet MIS30 MPP Series POL 6	fing Printer
Where: Comment:	HP Laser Jet Professional M1212n/ NFP	Print to file Manual duples
Page range	🞻 HP Officejet 7000 E009a Series	1 🕂
C Pages:	HP Officejet Pro 8500 A909n Series	🗧 📝 Collage
Enter page nu separated by	HP Officejet Pro 8500 A909n Series Fax	
Printighat: Print:	HP Photosmart A640 series	je 💌
	🕡 HP Photosmart Plus B209a-m	aling 💌
Options		OK Cancel

dvanced Printing Shotcut Paper/Quality Itects Finis	hing Services
Page Diplote Pager idee: 8.5 × 14 inches Legal • • Custon. Pager source: Automical/select • Pager type: Unrapached •	
Special pages: Covers Print pages on different pager Settings	Pier Dually Estifices 1200 Econolicade (May Save Print Cartridges)
Ø	About Help

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

3. Click the Paper/Quality tab.

4. From the **Paper type** drop-down list, click the **More...** option.

Paper Options Paper sizes: 8.5 × 14	Indhes
Legal	
Custom.	
Paper source:	
Automatically Select	•
Paper type:	
Unspecified	
More	Print Quality
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Lovers Print pages on different pager	FastRes 1200 👻
Print pages on different paper	EconoMode (May Save Print Cartridges)
Settings	

5. Expand the list of **Type is** options.

Type is:	V X
Presentation 96-130g Brochure 131-175g Other	
ОК (Cancel

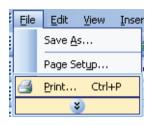
6. Expand the category of paper types that best describes your paper.

NOTE: Labels and transparencies are in the list of **Other** options.

- Type is: 8 X Brochure 131-175g * 🛓 - Other munuchrome Laser Transparency Labels Letterhead Envelope Preprinted Prepunched Ε Colored Bond Recycled Rough Vellum ОK Cancel
- V X Type is: Brochure 131-175g . 🛓 Other Monochrome Laser Transparency Labels Letternead Envelope Preprinted Prepunched Colored Bond Recycled Rouah Vellum ÷ ОК Cancel
- 7. Select the option for the type of paper you are using, and click the **OK** button.

Automatically print on both sides with Windows

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



- W X Drint Printer Name HP Laser Jet M1530 MFP Series PCL 6 -Properties -Status: Find Printer... -Type: Wheres Print to file Manual duples HP Laser3et Professional M1212n/ MEP Comment: i de la consta de la Page range 🛹 HP Officejet 7000 E009a Series e al + Current p HP Officejet Pro 8500 A909n Series O Pages: 📝 Collete Enter page n separated by HP Officejet Pro 8500 A909n Series Fax Print ghat: HP Photosmart A640 series • Print: 🚙 HP Photosmart Plus B209a-m alno Options... OK Cancel
- Select the product, and then click the Properties or Preferences button.

3. Click the **Finishing** tab.

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dvanced Printing Shortcuts Paper/Quality Effec : F	nishing S wices	1	
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4. Select the **Print on both sides** check box. Click the **OK** button to print the job.

Set the copy quality according to the original document

The following copy-quality settings are available:

- Auto: Use this setting when you are not concerned about the quality of the copy. This is the default setting.
- Mixed: Use this setting for documents that contain a mixture of text and graphics.
- **Picture**: Use this setting to copy non-photographic graphics.
- Film Photo: Use this setting to copy photographs.
- Text: Use this setting for documents that contain mostly text.
- 1. Press the Copy Menu 🖹 button.



- 2. Use the arrow buttons to select the Optimize menu, and then press the OK button.
- 3. Use the arrow buttons to select a copyquality option, and then press the OK button.

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

Copy two-sided documents manually

1. On the product control panel, press the Copy Menu 🖹 button.



- Use the arrow buttons to select the Multi-Page Copy item, and then press the OK button.
- Use the arrow buttons to select the On option, and then press the OK button to save the selection.

NOTE: The factory-set default for automatic copy collation is **On**.

 Load the first page of the document on the flatbed scanner.



5. Press the Start Copy D button.

- Remove the printed page from the output bin, and then place that page in Tray 1 with the top edge leading into the product and with the printed side facing down.
- 7. Remove the first page, and then load the second page onto the flatbed scanner.



- Press the OK button, and then repeat the process until all of the pages in the original have been copied.
- When the copy job is completed, press the Start Copy D button to return the product to Ready mode.

Check the scanner glass for dirt and smudges

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.

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

- 2. Open the scanner lid.
- 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.

- 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.





Copy identification cards

Use the **ID Copy** feature to copy both sides of identification cards, or other small-size documents, onto the same side of one sheet of paper. The product prompts you to copy the first side and then to place the second side on a different area of the scanner glass and copy again. The product prints both images on the same page.

1. Load the document onto the scanner glass.



2. Press the Copy Menu 🖹 button.

- Use the arrow buttons to select the ID Copy item, and then press the OK button.
- When prompted by the control panel display, turn the document over, place it on a different portion of the scanner glass, and then press the OK button.
- 5. When prompted by the control panel display, press the Start Copy D button.

Lighter/ Reduce/ Dorker Enlarge # Copies Copy Menu Part Copy Start Copy

Scan by using HP Scan software (Windows)

- 1. Double-click the **HP Scan** icon on the computer desktop.
- 2. Select a scanning shortcut, and adjust the settings if necessary.
- 3. Click Scan.

NOTE: Click Advanced Settings to gain access to more options.

Click Create New Shortcut to create a customized set of settings and save it in the list of shortcuts.

Create and edit speed dials

Speed dials 1 through 12 are also associated with their corresponding one-touch keys on the control panel. The one-touch keys can be used for speed dials or group-dial entries. A maximum of 50 characters can be entered for a single fax number.

NOTE: To gain access to all of the speed dials, you must use the Shift button. Speed dials 7 through 12 are all available by pressing Shift and the associated one-touch key on the control panel.

Complete the following steps to program speed dials from the control panel:

1. On the control panel, press the Fax Menu button.



- Use the arrow buttons to select the Phone Book Setup menu, and then press the OK button.
- Use the arrow buttons to select the Individual Setup menu, and then press the OK button.
- 4. Use the arrow buttons to select the Add/ Edit menu, and then press the OK button.
- Use the alphanumeric buttons to specify the speed-dial entry number that you want to associate with this fax number, and then press the OK button. Selecting a number from 1 to 8 also associates the fax number with the corresponding one-touch key.
- Use the alphanumeric buttons to enter the fax number. Include any pauses or other needed numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long distance prefix.

NOTE: When entering a fax number, press the # button until a comma (,) appears if you want to insert a pause in the dialing sequence, or press the * button until **W** appears if you want the product to wait for a dial tone.

7. Press the OK button.

 Use the alphanumeric buttons to enter a name for the fax number. To do so, repeatedly press the alphanumeric button for the letter that you need until the letter appears.

> NOTE: To insert punctuation, press the asterisk (*) button repeatedly until the character that you want appears, and then press the up arrow button to go to the next space.

- 9. Press the OK button to save the information.
- 10. If you have more speed dials to program, repeat steps 1 through 9.

Use the control panel to set the fax time, date, and header

To use the control panel to set the date, time, and header, complete the following steps:

1. At the control panel, press the Setup 🔧 button.



- 2. Use the arrow buttons to select the **System Setup** menu, and then press the OK button.
- 3. Use the arrow buttons to select the **Time/ Date** menu, and then press the OK button.
- Use the arrow buttons to select the 12-hour clock or 24-hour clock, and then press the OK button.
- 5. Use the keypad to enter the current time.
- 6. Complete one of the following:
 - For the 12-hour clock, use the arrow buttons to move past the fourth character. Select 1 for a.m. or 2 for p.m. Press the OK button.
 - For the 24-hour clock, press the OK button.
- Use the keypad to enter the current date. Use two digits to specify the month, day, and year. Press the OK button.
- Use the arrow buttons to select the Fax Setup menu, and then press the OK button.
- 9. Use the arrow buttons to select the **Basic** Setup menu, and then press the OK button.

- Use the arrow buttons to select the Fax Header menu, and then press the OK button.
- 11. Use the keypad to enter your fax number and your company name or header, and then press the OK button.

NOTE: The maximum number of characters for the fax number is 20; use up to 25 characters for the company name.

Delete faxes from memory

Use this procedure only if you are concerned that someone else has access to your product and might try to reprint faxes from the memory.

CAUTION: In addition to clearing the reprint memory, this procedure clears any fax that is currently being sent, unsent faxes that are pending redial, faxes that are scheduled to be sent at a future time, and faxes that are not printed or forwarded.

 On the control panel, press the Setup button.



- Use the arrow buttons to select the Service menu, and then press the OK button.
- Use the arrow buttons to select the Fax Service menu, and then press the OK button.
- Use the arrow buttons to select the Clear Saved Faxs option, and then press the OK button.
- 5. Press the OK button to confirm the deletion.

View or change network settings

Use the embedded Web server to view or change IP configuration settings.

- 1. Print a configuration page, and locate the IP address.
 - If you are using IPv4, the IP address contains only digits. It has this format:

• If you are using IPv6, the IP address is a hexadecimal combination of characters and digits. It has a format similar to this:

- To open the HP Embedded Web Server, type the IP address (IPv4) into the address line of a Web browser. For IPv6, use the protocol established by the Web browser for entering IPv6 addresses.
- 3. Click the Networking tab to obtain network information. You can change settings as needed.

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