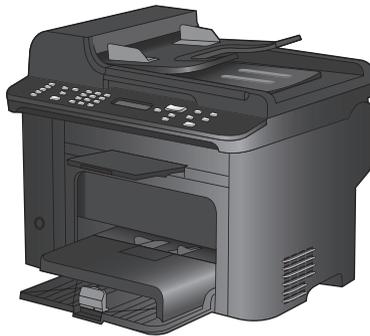




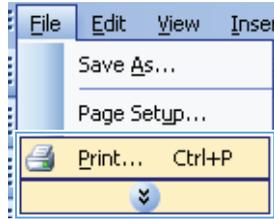
LASERJET PRO M1530
MFP SERIES

Quick Reference Guide

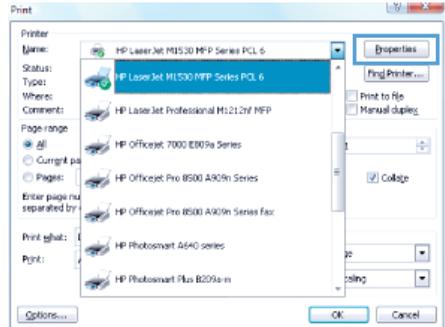


Print on special paper, labels, or transparencies

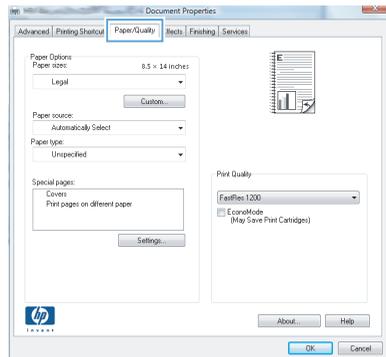
1. On the **File** menu in the software program, click **Print**.



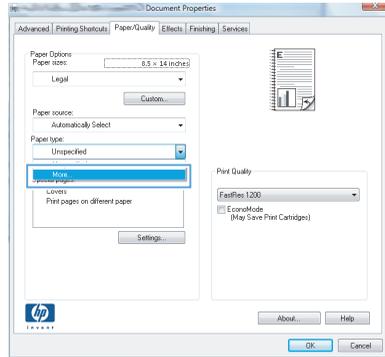
2. Select the product, and then click the **Properties** or **Preferences** button.



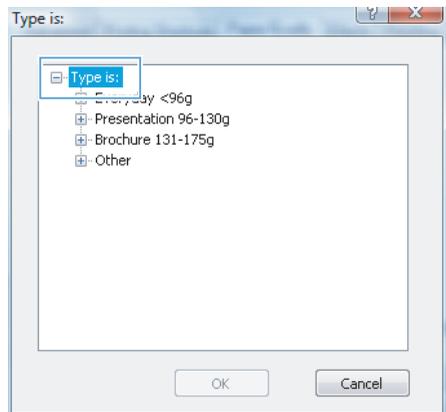
3. Click the **Paper/Quality** tab.



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

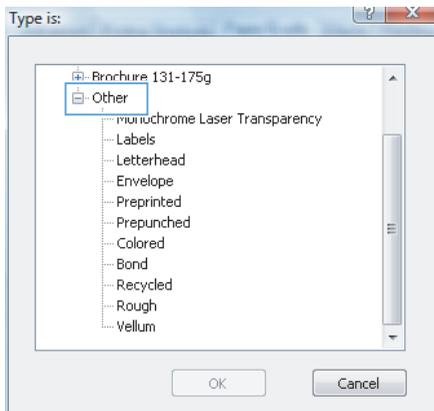


- Expand the list of **Type is** options.

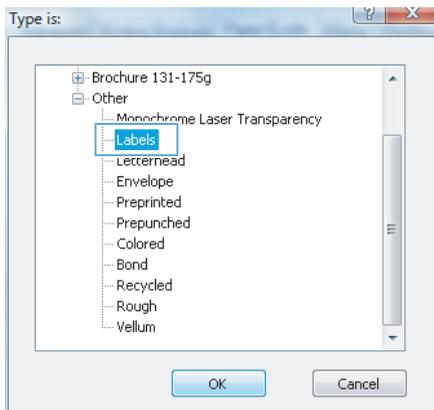


6. Expand the category of paper types that best describes your paper.

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

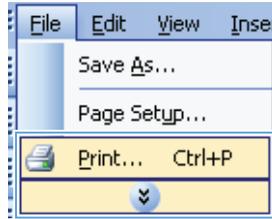


7. Select the option for the type of paper you are using, and click the **OK** button.

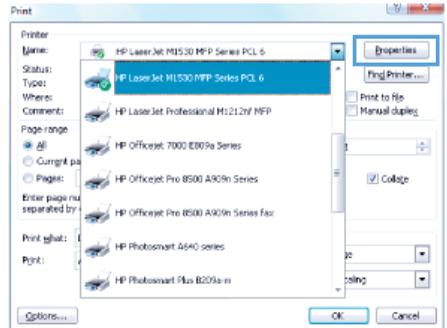


Automatically print on both sides with Windows

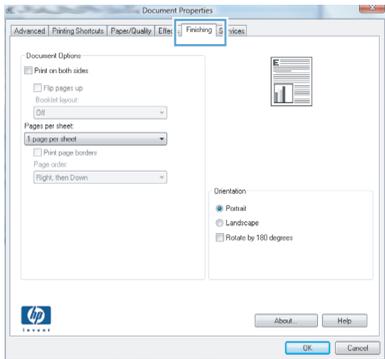
1. On the **File** menu in the software program, click **Print**.



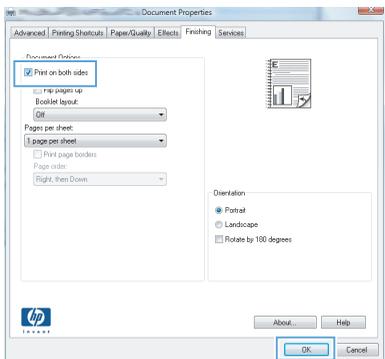
2. Select the product, and then click the **Properties** or **Preferences** button.



3. Click the **Finishing** tab.



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 copy-quality 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.



2. Use the arrow buttons to select the **Multi-Page Copy** item, and then press the **OK** button.
3. 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**.

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



5. Press the **Start Copy**  button.



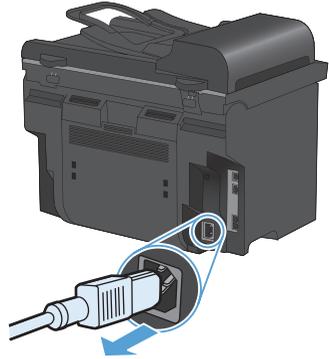
6. Remove the printed page from the output bin, and then place that page in Tray 1 with the top edge leading into the product and with the printed side facing down.
7. Remove the first page, and then load the second page onto the flatbed scanner.

8. Press the **OK** button, and then repeat the process until all of the pages in the original have been copied.
9. When the copy job is completed, press the **Start Copy**  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.

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.

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.



- 3. Use the arrow buttons to select the **ID Copy** item, and then press the **OK** button.
- 4. 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**  button.

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.



2. Use the arrow buttons to select the **Phone Book Setup** menu, and then press the **OK** button.
3. 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.
5. 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.
6. 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.

8. 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.
4. 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.
7. Use the keypad to enter the current date. Use two digits to specify the month, day, and year. Press the OK button.
8. 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.



10. 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.

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



2. Use the arrow buttons to select the **Service** menu, and then press the **OK** button.
3. Use the arrow buttons to select the **Fax Service** menu, and then press the **OK** button.
4. Use the arrow buttons to select the **Clear Saved Faxes** 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:

xxx . xxx . xxx . xxx

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

xxxx : xxxx : xxxx : xxxx : xxxx

2. 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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