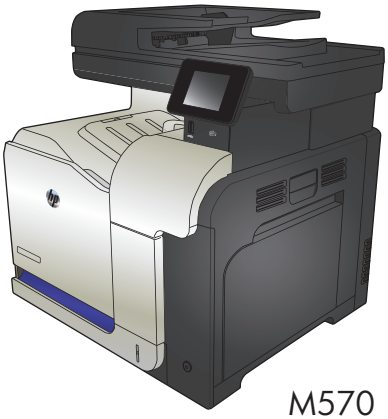
LASERJET PRO 500 COLOR MFP

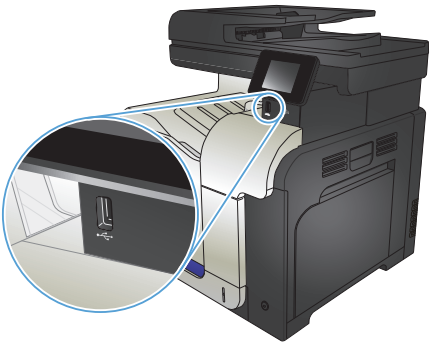
Quick Reference Guide



M570

Use walk-up USB printing

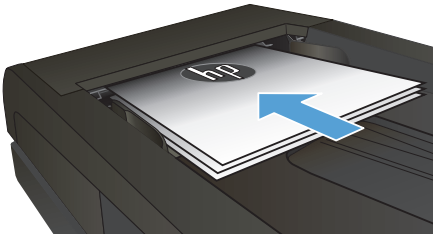
1. Insert the USB flash drive into the USB port on the front of the product.



2. The USB Flash Drive menu opens. Touch the arrow buttons to scroll through the options.
   - Print Documents
   - View and Print Photos
   - Scan to USB Drive
3. To print a document, touch the Print Documents screen, and then touch the name of the folder on the USB drive where the document is stored. When the summary screen opens, you can touch it to adjust the settings. Touch the Print button to print the document.
4. To print photos, touch the View and Print Photos screen, and then touch the preview image to select each photo that you want to print. Touch the Done button. When the summary screen opens, you can touch it to adjust the settings. Touch the Print button to print the photos.
5. Retrieve the printed job from the output bin, and remove the USB flash drive.

Collate a copy job

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

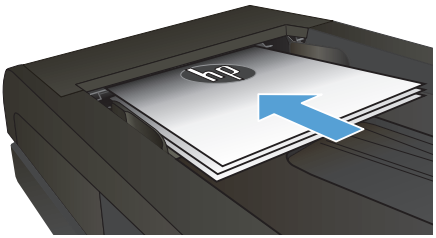


2. From the Home screen on the product control panel, touch the Copy button.
3. Touch the Settings button, and then scroll to and touch the Collation button. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
4. Touch the Black or Color button to start copying.

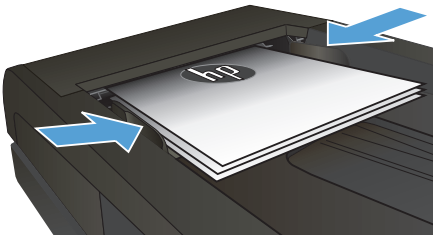
Copy on both sides (duplex)

Copy on both sides automatically

1. Load the original documents into the document feeder with the first page facing up, and with the top of the page leading.



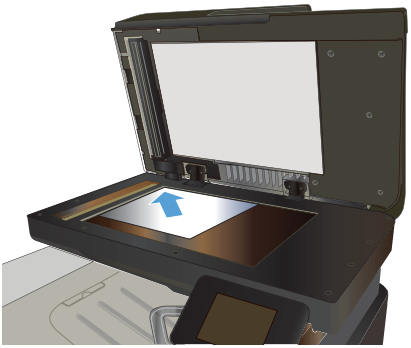
2. Adjust the paper guides to fit the size of the document.



3. From the Home screen on the product control panel, touch the Copy button.
4. Touch the Settings button.
5. Scroll to and touch the Two-Sided button.
6. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
7. Touch the Black or Color button to start copying.

Copy on both sides manually

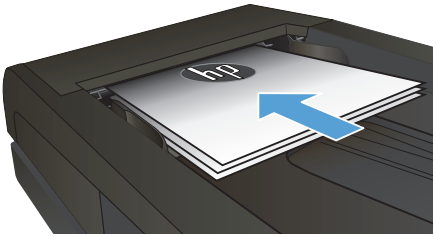
1. Place the document face-down on the scanner glass with the upper-left corner of the page in the upper-left corner of the glass. Close the scanner.



2. From the Home screen on the product control panel, touch the Copy button.
3. Touch the Settings button.
4. Scroll to and touch the Two-Sided button.
5. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
6. Touch the Black or Color button to start copying.
7. The product prompts you to load the next original document. Place it on the glass, and then touch the OK button.
8. Repeat this process until you have scanned the last page. Touch the Done button to finish printing the copies.

Reduce or enlarge a copy

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



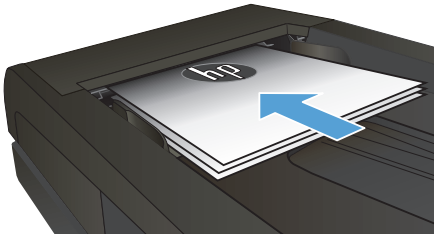
2. From the Home screen on the product control panel, touch the Copy button.
3. Touch the Settings button, and then touch the Reduce/Enlarge button. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
4. Touch the Black or Color button to start copying.

Optimize copy quality

The following copy-quality settings are available:

- Auto Select: 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.
- Text: Use this setting for documents that contain mostly text.
- Picture: Use this setting for documents that contain mostly graphics.

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



2. From the Home screen, touch the Copy button.
3. Touch the Settings button, and then scroll to and touch the Optimize button. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
4. Touch the Black or Color button to start copying.

Set the paper size and type for copying on special paper

1. From the Home screen, touch the Copy button.
2. Touch the Settings button, and then scroll to and touch the Paper button.
3. From the list of paper sizes, touch the name of the paper size that is in Tray 1.

NOTE: The product supports these sizes for copying: Letter, Legal, and A4.

4. From the list of paper types, touch the name of the paper type that is in Tray 1.
5. Touch the Black or Color button to start copying.

Scan to a USB flash drive

1. Load the document onto the scanner glass or into the document feeder.
2. Insert a USB flash drive into the port on the front of the product.
3. From the Home screen on the product control panel, touch the Scan button.
4. Touch the Scan to USB Drive screen.
5. Touch the Scan button to scan and save the file. The product creates a folder named **HPSCANS** on the USB drive, and it saves the file in .PDF or .JPG format using an automatically generated file name.

NOTE: When the summary screen opens, you can touch it to adjust settings.

You also can change the folder name.

Scan to a network folder

Use the product control panel to scan a document and save it to a folder on the network.

NOTE: In order to use this feature, the product must be connected to a network and the scan feature must be configured using the HP Embedded Web Server.

1. Load the document onto the scanner glass or into the document feeder.
2. From the Home screen on the product control panel, touch the Scan button.
3. Touch the Scan to Network Folder item.
4. In the list of network folders, select the folder to which you want to save the document.
5. The control panel screen displays the scan settings.
   - If you want to change any of the settings, touch the Settings button, and then change the settings.
   - If the settings are correct, go to the next step.
6. Touch the Scan button to start the scan job.

Scan to email

Use the product control panel to scan a file directly to an email address. The scanned file is sent to the address as an email message attachment.

NOTE: In order to use this feature, the product must be connected to a network and the scan feature must be configured using the HP Embedded Web Server.

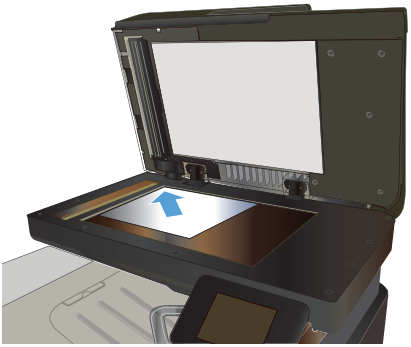
1. Load the document onto the scanner glass or into the document feeder.
2. From the Home screen on the product control panel, touch the Scan button.
3. Touch the Scan to E-mail item.
4. Touch the Send an E-mail item.
5. Select the From address that you want to use. This is also known as an "outgoing email profile."

   NOTE: If the PIN feature has been set up, enter the PIN and touch the OK button. However, a PIN is not required to use this feature.

6. Touch the To button and pick the address or group to which you want to send the file. Touch the Done button when finished.
7. Touch the Subject button if you would like to add a subject line
8. Touch the Next button.
9. The control panel screen displays the scan settings.
   - If you want to change any of the settings, touch the Settings button, and then change the settings.
   - If the settings are correct, go to the next step.
10. Touch the Scan button to start the scan job.

Fax from the flatbed scanner

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



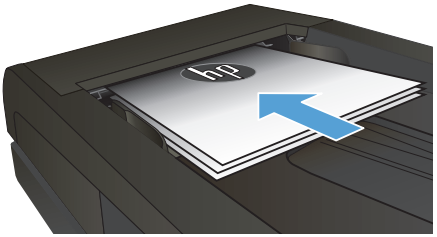
2. From the Home screen on the product control panel, touch the Fax button.
3. Use the keypad to enter the fax number.
4. Touch the Start Fax button.
5. The product prompts you to confirm that you are sending from the scanner glass. Touch the Yes button.
6. The product prompts you to load the first page. Touch the OK button.
7. The product scans the first page and then prompts you to load another page. If the document has multiple pages, touch the Yes button. Continue this process until you have scanned all the pages.
8. When you have scanned the last page, touch the No button at the prompt. The product sends the fax.

Fax from the document feeder

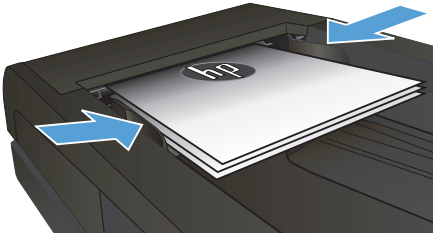
1. Insert the originals into the document feeder face-up.

   NOTE: The document feeder capacity is up to 50 sheets of 75 g/m² (20 lb) paper.

   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 paper guides until they are snug against the paper.



3. From the Home screen on the product control panel, touch the Fax button.
4. Use the keypad to enter the fax number.
5. Touch the Start Fax button.

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