



LASERJET ENTERPRISE 500 MFP M525

Use the Control Panel



- 1 USB port for printing documents directly or saving scanned documents to a USB flash drive

Supported file types:

Digital Send: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

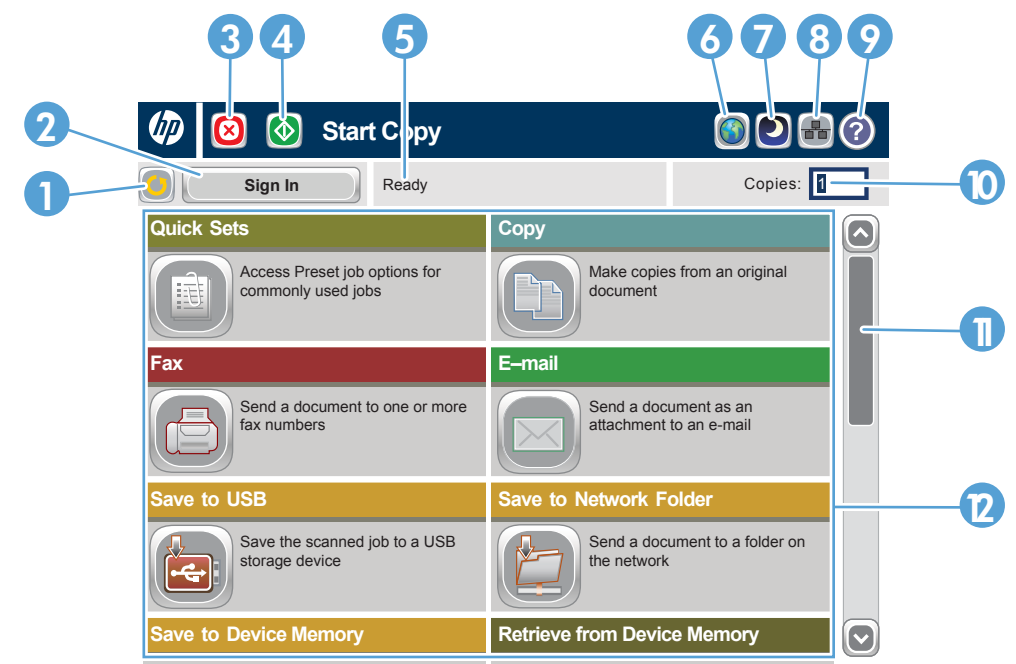
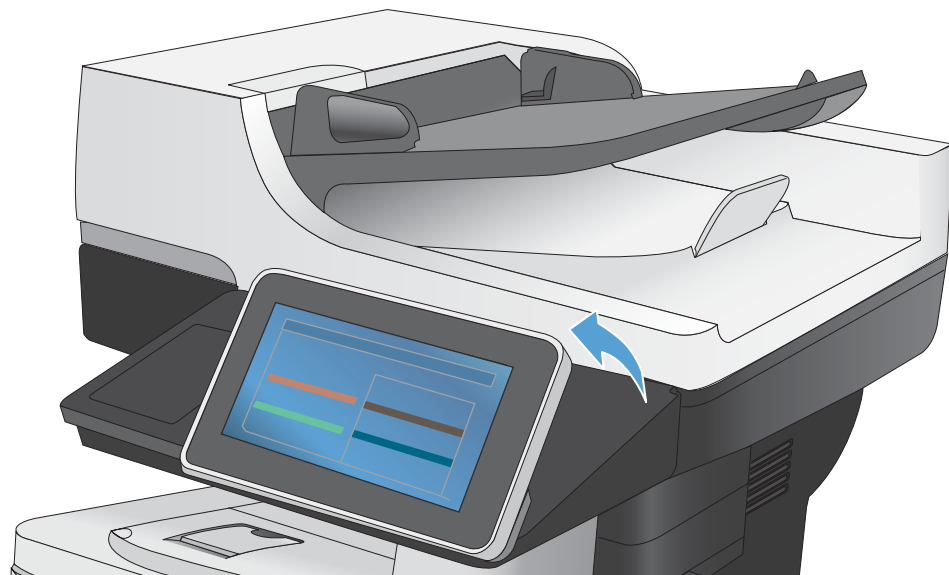
Scan to walk-up USB: PDF, JPEG, TIFF, MTIFF, XPS, PDF/A

Print from walk-up USB: PDF, PS, print-ready files (.prn, .pcl)

- 2 Hardware integration pocket for adding third-party devices

- 3 Color touchscreen graphical display

- 4 Home button. Returns the product to the Home screen



- 1 Touch this button to clear any changes and return to the default settings.
- 2 Touch this button to sign in for access to secured features.
- 3 Touch this button to pause the current job.
- 4 Touch the Start button to start a copy job.
- 5 Product status.
- 6 Touch this button to change the control-panel language.
- 7 Touch this button to put the product into Sleep mode.
- 8 Touch this button to display the network address for the product.
- 9 Touch this button for assistance on any screen.
- 10 Touch this field to change the number of copies.
- 11 Touch the up or down arrows on the scroll bar to see the complete list of available features.
- 12 Open product functions with these buttons.

Copy

Make copies from an original document.

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
- To customize settings, touch **Copy** and then touch the individual options. Touch **More Options** to set other options.
- Touch **Start** .
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

E-mail (if configured)

Send a document as an attachment to an e-mail.

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
- Touch **E-mail** .
- Touch the **From:** text box to open the keyboard. Type your e-mail address.
- Touch the **To:** text box to open the keyboard. Type the e-mail address.
- Touch the **Subject:** text box to open the keyboard. Type the text.
- Touch **More Options** to set other options.
- Touch **Start** .
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Fax (if available and configured)

Send a document to one or more fax numbers.

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
- Touch **Fax** .
- Touch the **To:** field to enter fax numbers, or touch to select recipients.
 - Touch to delete numbers.
 - Touch to transfer a fax number to the Fax Recipients list.
- Touch **More Options** to set other options.
- Touch **Start** .
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Job Status

Check on active and completed jobs.

- To view all current jobs, touch **Job Status** . The active tab displays all current Jobs/Users/Status information.
- To view a specific job, touch the job name and touch **Details**.
- To cancel a specific job, touch the job name and touch **Cancel Job**.
- To view completed jobs, touch the **Job Log** tab.
- To view a specific completed job, touch the job name and touch **Details**.
- For a copy of the Job Log, touch **Print Log**.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Save to Network Folder

Scan and save a document for future use.

Retrieve from USB

Select and print a document from a portable USB storage accessory.

Save to USB

Scan and save a document for future use.

Retrieve from Device Memory

Select and print a stored job from the device memory.

Save to Device Memory

Scan and save a document for future use.

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
- Touch **Save to Network Folder** , **Save to USB** , or **Save to Device Memory** .
- Select a folder for the file, and touch **OK**.
- Touch **File Name** to open the keyboard, and then type the file name. Touch **OK**.
- Touch **Start** .
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

- Touch **Retrieve from USB** or **Retrieve from Device Memory** .
- Select the folder where the document is saved, and touch **OK**.
- If the job is private, enter the PIN.
- Touch **Start** .
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Supplies

Check the status of supplies and reset supplies.

- Touch the name of any supply to see the current level.
- To view a supply part number or the location of a supply, touch any supply line and then touch **Details**.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Trays

Check the status of the trays and configure the paper type and size.

- Touch the tray number to view the current level.
- To change the paper type or size, touch **Modify**.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Administration

Manage the product.

- Touch **Administration** to open a group of menus where you can perform the following tasks:
 - Set default product behavior for most features.
 - Configure network settings.
 - View and print product reports.
 - Set the date and time.
 - Print pages that help you troubleshoot problems.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

Device Maintenance

Maintain the product.

- Touch **Device Maintenance** to open up a group of menus where you can perform the following tasks:
 - Calibrate and clean the product.
 - Back up and restore product information.
- To return to the Home screen, touch the Home button in the upper left corner of the screen.

More Help

- Fax information: www.hp.com/go/MFPFaxAccessory500
- "Use My MFP" animations: www.hp.com/go/usemyMFP
- Product support: www.hp.com/support/lj500MFP525

