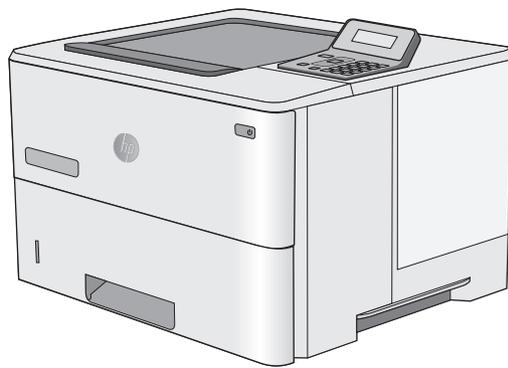




# LaserJet Pro M501

## User Guide



M501n  
M501dn



[www.hp.com/support/ljM501](http://www.hp.com/support/ljM501)





# HP LaserJet Pro M501

User Guide

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# 1 Printer overview

- [Printer views](#)
- [Printer specifications](#)
- [Printer hardware setup and software installation](#)

## For more information:

The following information is correct at the time of publication. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

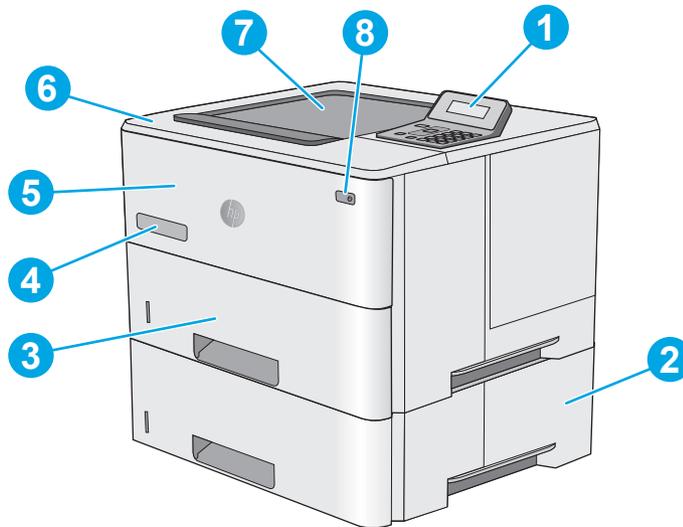
HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

## Printer views

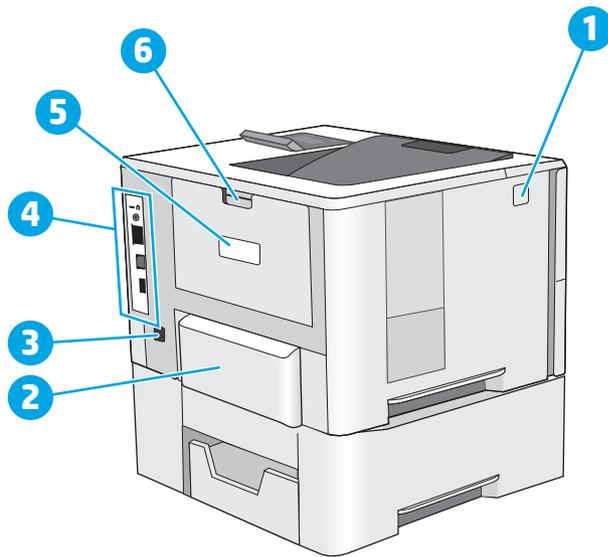
- [Printer front view](#)
- [Printer back view](#)
- [Interface ports](#)
- [Control panel view](#)

### Printer front view



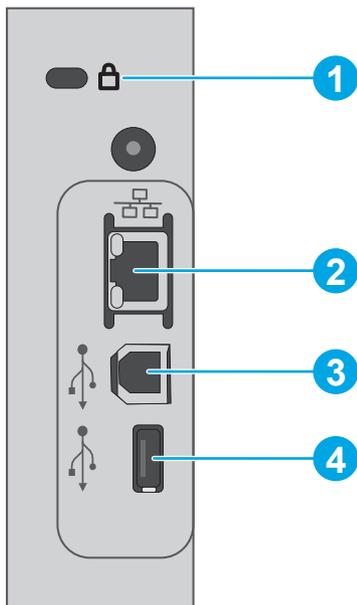
1	2-line control panel with keypad
2	Optional 1 x 550-sheet paper feeder, Tray 3
3	Tray 2
4	Model name
5	Tray 1
6	Top cover (access to the toner cartridge)
7	Standard output bin
8	On/off button

## Printer back view



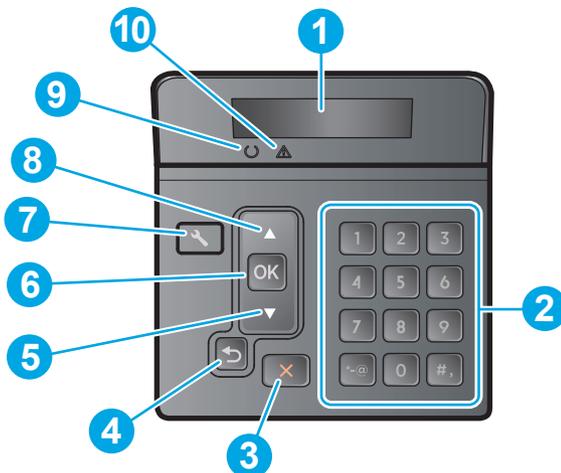
1	Top-cover-release button
2	Dust cover for Tray 2 (flips up when legal-size paper is loaded)
3	Power connection
4	Interface ports
5	Serial number and product model label
6	Rear door

## Interface ports



1	Slot for a cable-type security lock
2	Local area network (LAN) Ethernet (RJ-45) network port
3	Hi-Speed USB 2.0 printing port
4	Host USB port for job storage feature (requires a 16 GB or larger USB flash drive)

## Control panel view



1	Control panel display	This screen shows status information, menus, help information, and error messages.
2	Numeric keypad	Use these buttons to enter numeric values.
3	Cancel  button	Press this button to cancel a print job or to exit the control panel menus.

4	Back arrow  button	Use this button for the following actions: <ul style="list-style-type: none"> <li>• Exit the control-panel menus.</li> <li>• Scroll back to a previous menu in a submenu list.</li> <li>• Scroll back to a previous menu item in a submenu list (without saving changes to the menu item).</li> </ul>
5	Down arrow  button	Use this button to navigate through the menus or to decrease a value that appears on the display.
6	OK button	Press the OK button for the following actions: <ul style="list-style-type: none"> <li>• Open the control-panel menus.</li> <li>• Open a submenu displayed on the control-panel display.</li> <li>• Select a menu item.</li> <li>• Clear some errors.</li> <li>• Begin a print job in response to a control-panel prompt (for example, when the message <b>Press [OK] to continue</b> appears on the control-panel display).</li> </ul>
7	Setup  button	Use this button to open the <b>Setup</b> menu.
8	Up arrow  button	Use this button to navigate through the menus or to increase a value that appears on the display.
9	Ready light (green)	This light is on when the printer is ready to print. It blinks when the printer is receiving print data.
10	Attention light (red)	This light blinks when the printer requires user attention.

## Printer specifications



**IMPORTANT:** The following specifications are correct at the time of publication, but they are subject to change. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

- [Technical specifications](#)
- [Supported operating systems](#)
- [Mobile printing solutions](#)
- [Printer dimensions](#)
- [Power consumption, electrical specifications, and acoustic emissions](#)
- [Operating-environment range](#)

## Technical specifications

Model name		M501n	M501dn
Product number		J8H60A	J8H61A
Paper handling	Tray 1 (100-sheet capacity)	✓	✓
	Tray 2 (550-sheet capacity)	✓	✓
	1 x 550-sheet paper feeder	Optional	Optional
	Automatic duplex printing	Not supported	✓
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓
	Hi-Speed USB 2.0	✓	✓
Memory	256 MB DDR3 memory	✓	✓
Control-panel display and input	2-line graphical display with 10-key keypad	✓	✓
Print	Prints 45 pages per minute (ppm) on letter and 43 ppm on A4-size paper	✓	✓
	Job storage/PIN-protected printing (Requires a 16 GB or greater USB flash drive.)	✓	✓

## Supported operating systems

The following information applies to the printer-specific Windows PCL 6 and OS X print drivers.

**Windows:** The HP Software Installer installs the HP PCL.6, HP PCL-6, or HP PCL 6 driver depending on the Windows operating system along with optional software when using the full software installer. See the software installation notes for more information.

**OS X:** Mac computers are supported with this printer. Download HP Easy Start either from [123.hp.com](http://123.hp.com) or from the Print Support page, and then use HP Easy Start to install the HP print driver and utility. HP Easy Start is not included in the in-box CD.

1. Go to [123.hp.com](http://123.hp.com).
2. Follow the steps provided to download the printer software.

**Linux:** For information and print drivers for Linux, go to [hplipopensource.com/hplip-web/index.html](http://hplipopensource.com/hplip-web/index.html).

**UNIX:** For information and print drivers for UNIX®, go to [www.hp.com/go/unixmodelscripts](http://www.hp.com/go/unixmodelscripts).

Operating system	Print driver installed	Notes
Windows® XP SP3 or later, 32-bit	The HP PCL.6 printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installation is not supported for this operating system.  Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best-effort support for the discontinued XP operating system.
Windows Vista®, 32-bit	The HP PCL.6 printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installation is not supported for this operating system.
Windows Server 2003 SP2 or later, 32-bit	The HP PCL.6 printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installation is not supported for this operating system.  Use UPD drivers for 64-bit operating systems.  Microsoft retired mainstream support for Windows Server 2003 in July 2010. HP will continue to provide best-effort support for the discontinued Server 2003 operating system.
Windows 7 SP1 or later, 32-bit and 64-bit	The HP PCL 6 printer-specific print driver is installed for this operating system as part of the full software installation.	
Windows 8, 32-bit and 64-bit	The HP PCL-6 printer-specific print driver is installed for this operating system as part of the basic software installation.	Windows 8 RT support is provided through Microsoft IN OS Version 4, 32-bit driver.
Windows 8.1, 32-bit and 64-bit	The HP PCL-6 printer-specific print driver is installed for this operating system as part of the basic software installation.	Windows 8.1 RT support is provided through Microsoft IN OS Version 4, 32-bit driver.
Windows 10, 32-bit and 64-bit	The HP PCL-6 printer-specific print driver is installed for this operating system as part of the basic software installation.	
Windows Server 2008 SP2, 32-bit	The HP PCL.6 printer-specific print driver is installed for this operating system as part of the basic software installation.	
Windows Server 2008 SP2, 64-bit	The HP PCL 6 printer-specific print driver is installed for this operating system as part of the basic software installation.	

Operating system	Print driver installed	Notes
Windows Server 2008 R2, SP 1, 64-bit	The HP PCL 6 printer-specific print driver is installed for this operating system as part of the basic software installation.	
Windows Server 2012, 64-bit	The software installer does not support Windows Server 2012 but the HP PCL 6 and HP PCL-6 printer-specific print drivers do support it.	Download the HP PCL 6 or PCL-6 driver from the HP Web site <a href="http://www.hp.com/support/ljM501">www.hp.com/support/ljM501</a> , and use the Windows Add Printer tool to install it.
Windows Server 2012 R2, 64 bit	The software installer does not support Windows Server 2012 but the HP PCL 6 and HP PCL-6 printer-specific print drivers do support it.	Download the HP PCL 6 or PCL-6 driver from the HP Web site <a href="http://www.hp.com/support/ljM501">www.hp.com/support/ljM501</a> , and use the Windows Add Printer tool to install it.
OS X 10.9 Mavericks, OS X 10.10 Yosemite, and OS X 10.11 El Capitan	The OS X print driver and print utility are available for download from <a href="http://123.hp.com">123.hp.com</a> . The HP installer software for OS X is not included in the in-box CD.	Download HP Easy Start either from <a href="http://123.hp.com">123.hp.com</a> or from the Print Support page, and then use HP Easy Start to install the HP print driver and utility.  <ol style="list-style-type: none"> <li>Go to <a href="http://123.hp.com">123.hp.com</a>.</li> <li>Follow the steps provided to download the printer software.</li> </ol>

 **NOTE:** For a current list of supported operating systems, go to [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501) for HP's all-inclusive help for the printer.

 **NOTE:** For details on client and server operating systems and for HP UPD PCL6, UPD PCL 5, and UPD PS driver support for this printer, go to [www.hp.com/go/upd](http://www.hp.com/go/upd) and click the **Specifications** tab.

## Mobile printing solutions

The printer supports the following software for mobile printing:

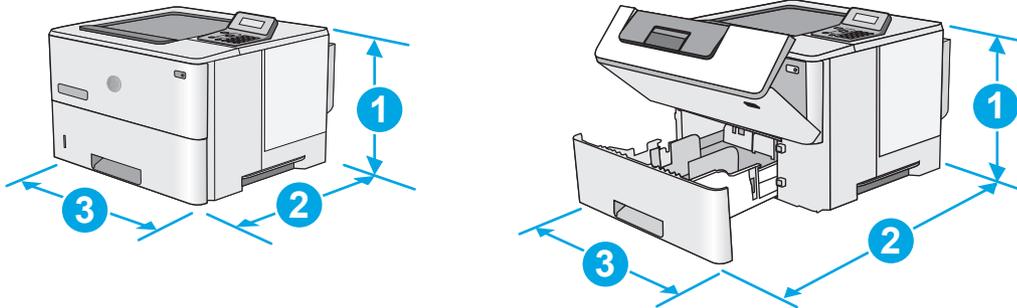
- HP ePrint software

 **NOTE:** The HP ePrint Software supports the following operating systems: Windows 7 SP 1 (32-bit and 64-bit); Windows 8 (32-bit and 64-bit); Windows 8.1 (32-bit and 64-bit); Windows 10 (32-bit and 64-bit); and OS X versions 10.9 Mavericks, 10.10 Yosemite, and 10.11 El Capitan.

- HP ePrint via email (Requires HP Web Services to be enabled and the printer to be registered with HP Connected)
- HP ePrint app (Available for Android, iOS, and Blackberry)
- HP All-in-One Remote app for iOS and Android devices
- Google Cloud Print
- AirPrint
- Android Printing

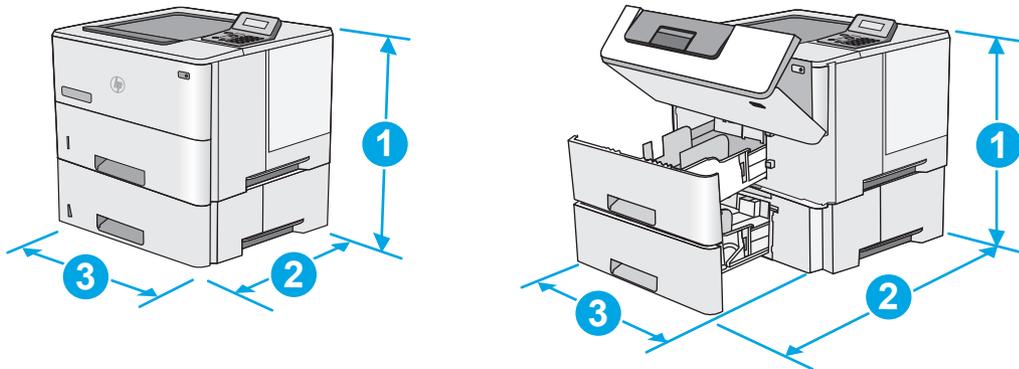
## Printer dimensions

**Figure 1-1** Dimensions for the base printer



	Printer fully closed	Printer fully opened
1. Height	289 mm (11.4 in)	289 mm (11.4 in)
2. Depth	Tray 2 dust cover closed: 376 mm (14.8 in) Tray 2 dust cover open: 444 mm (17.5 in)	569 mm (22.4 in)
3. Width	410 mm (16.1 in)	410 mm (16.1 in)
Weight	11.6 kg (25.6 lb)	

**Figure 1-2** Dimensions for the printer with the 1 x 550-sheet paper feeder

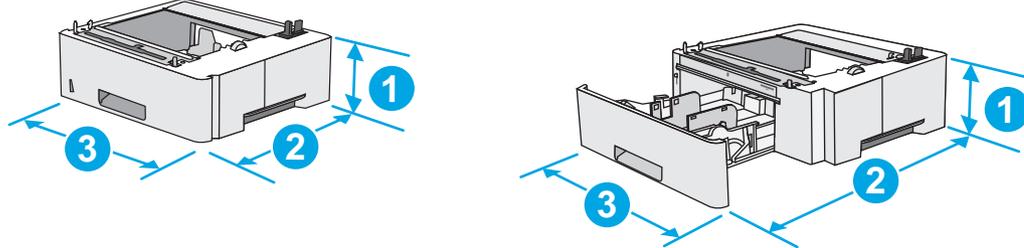


	Printer and accessories fully closed	Printer and accessories fully opened
1. Height	419 mm (16.5 in)	419 mm (16.5 in)
2. Depth	Tray 2 dust cover closed: 376 mm (14.8 in) Tray 2 dust cover open: 444 mm (17.5 in)	569 mm (22.4 in)

	Printer and accessories fully closed	Printer and accessories fully opened
3. Width	410 mm (16.1 in)	410 mm (16.1 in)
Weight	15.4 kg (34 lb)	

<sup>1</sup> These values are subject to change. For current information, go to [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

**Figure 1-3** Dimensions for the 1 x 550-sheet paper feeder



1. Height	130 mm (5.1 in)
2. Depth	Tray closed: 376 mm (14.8 in) Tray opened: 569 mm (22.4 in)
3. Width	410 mm (16.1 in)
Weight	3.8 kg (8.4 lb)

## Power consumption, electrical specifications, and acoustic emissions

See [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501) for current information.

**CAUTION:** Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the printer warranty.

## Operating-environment range

**Table 1-1** Operating-environment specifications

Environment	Recommended	Allowed
Temperature	17° to 25°C (62.6° to 77°F)	15° to 32.5°C (59° to 90.5°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH
Altitude	Not applicable	0 to 3000 m (0 to 9,842 ft)

## Printer hardware setup and software installation

For basic setup instructions, see the Setup Poster and Getting Started Guide that came with the printer. For additional instructions, go to HP support on the Web.

Go to [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501) for HP's all-inclusive help for the printer. Find the following support:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information



---

## 2 Paper trays

- [Load paper to Tray 1 \(multipurpose tray\)](#)
- [Load paper to Trays 2 and 3](#)
- [Load and print envelopes](#)

### For more information:

The following information is correct at the time of publication. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

# Load paper to Tray 1 (multipurpose tray)

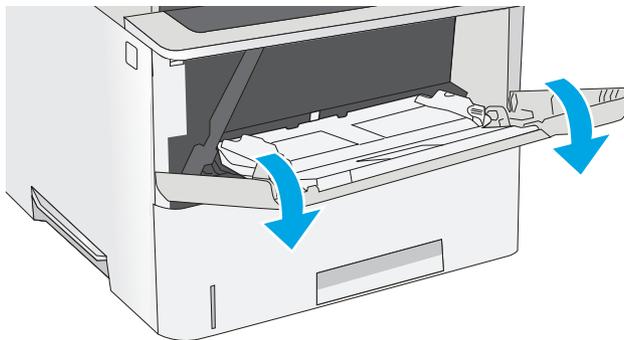
## Introduction

The following information describes how to load paper in Tray 1. This tray holds up to 100 sheets of 75 g/m<sup>2</sup> (20 lb) paper.

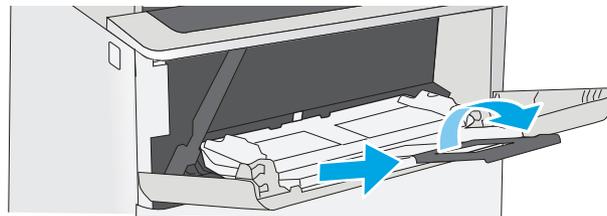
 **NOTE:** Select the correct paper type in the print driver before printing.

 **CAUTION:** To avoid jams, never add or remove paper from Tray 1 during printing.

1. Grasp the handle on either side of Tray 1, and pull it forward to open it.



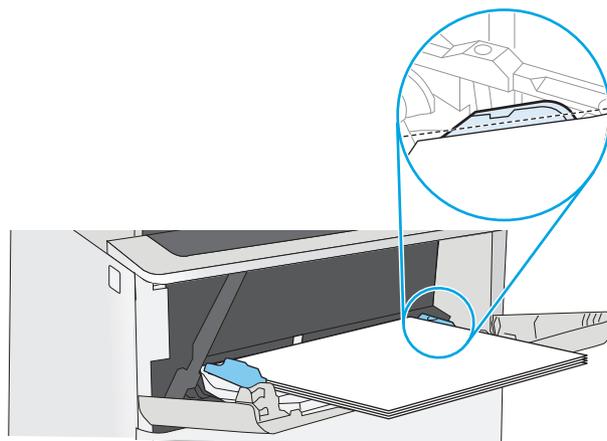
2. Pull out the tray extension to support the paper.



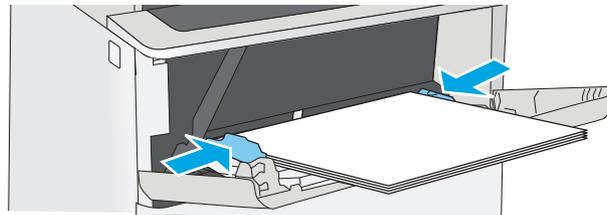
3. Spread the paper guides to the correct size, and then load paper in the tray. For information about how to orient the paper, see [Tray 1 paper orientation on page 15](#).

Make sure that the paper fits under the fill line on the paper guides.

**NOTE:** The maximum stack height is 10 mm (0.4 in), or approximately 100 sheets of 75g paper.



4. Adjust the side guides so that they lightly touch the paper stack, but do not bend it.



## Tray 1 paper orientation

When using paper that requires a specific orientation, load it according to the information in the following table.

Paper type	Single-sided printing	Duplex printing
Letterhead, preprinted, or prepunched	Face-up Top edge leading into the printer	Face-down Bottom edge leading into the printer
		

# Load paper to Trays 2 and 3

## Introduction

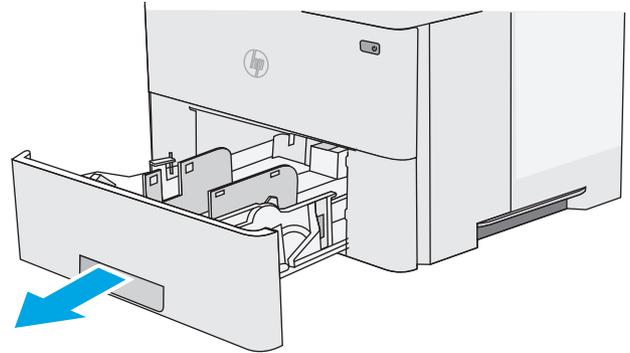
The following information describes how to load paper in Tray 2 and the optional 550-sheet Tray 3 (part number F2A72A). The optional tray holds up to 550 sheets of 75 g/m<sup>2</sup> (20 lb) paper.

 **NOTE:** The procedure to load paper for the 550-sheet Tray 3 is the same as for Tray 2. Only Tray 2 is shown here.

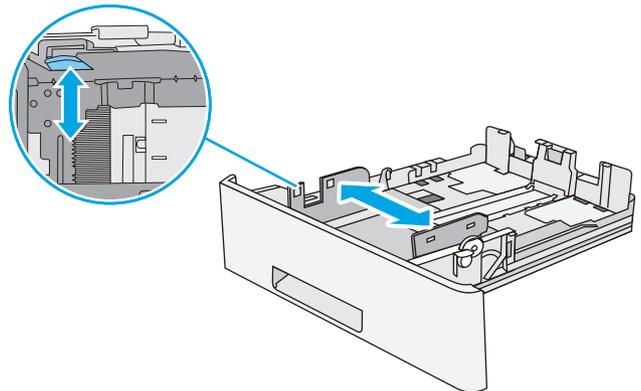
 **CAUTION:** Do not extend more than one paper tray at a time.

1. Open the tray.

**NOTE:** Do not open this tray while it is in use.

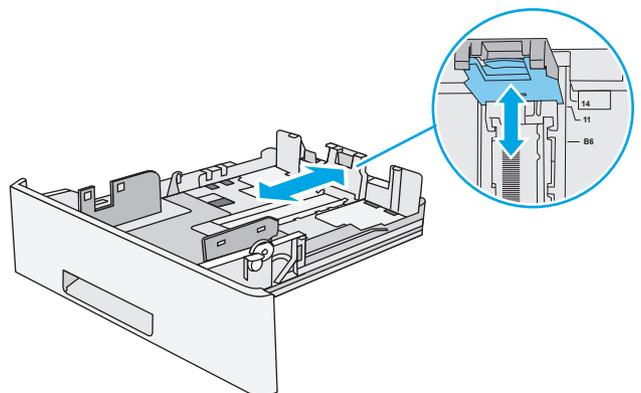


2. Before loading paper, adjust the paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.



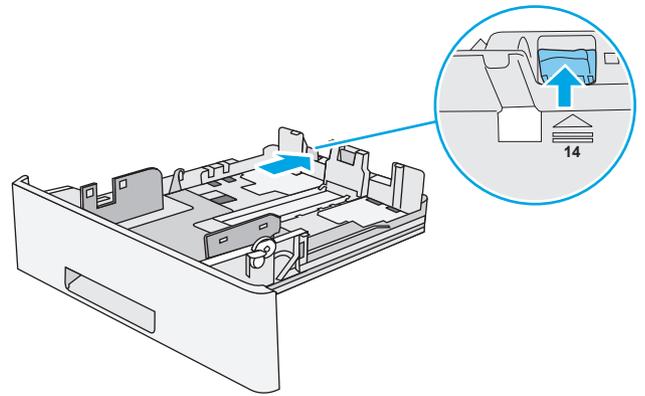
3. Adjust the paper-length guide by squeezing the adjustment latch and sliding the guide to the size of the paper being used.

**NOTE:** When the tray is extended, the paper size indicator changes from "A4" to "14".



4. To load legal-size paper into the tray, squeeze the lever on the back of the tray that is to the left of center, and then extend the tray back to the correct paper size.

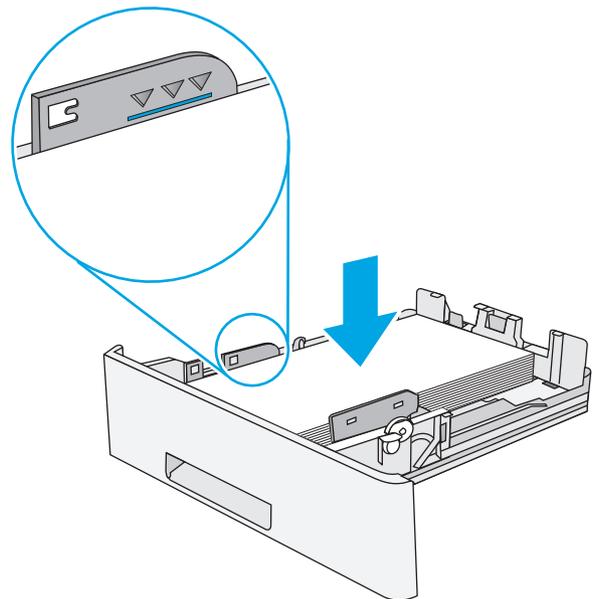
**NOTE:** This step does not apply to other paper sizes.



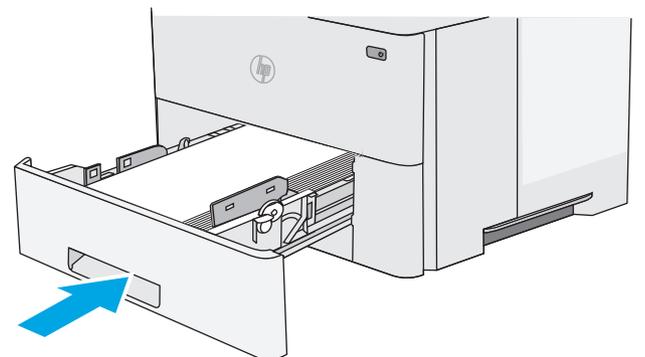
5. Load paper into the tray. For information about how to orient the paper, see [Tray 2 and the 550-sheet tray paper orientation on page 17](#).

**NOTE:** Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

**NOTE:** To prevent jams, adjust the paper guides to the correct size and do not overfill the tray. Be sure that the top of the stack is below the tray full indicator, as shown in the enlargement in the illustration.



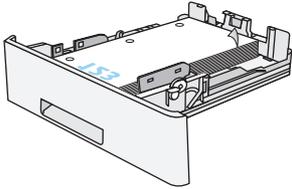
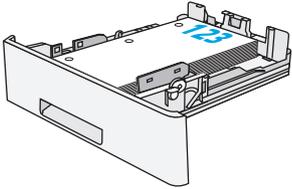
6. Close the tray.



## Tray 2 and the 550-sheet tray paper orientation

When using paper that requires a specific orientation, load it according to the information in the following table.

---

<b>Paper type</b>	<b>Single-sided printing</b>	<b>Duplex printing</b>
Letterhead, preprinted, or prepunched	Face-down	Face-up
	Top edge at the front of the tray	Bottom edge at the front of the tray
		

---

# Load and print envelopes

## Introduction

The following information describes how to print and load envelopes. Use only Tray 1 to print on envelopes. Tray 1 holds up to 10 envelopes.

To print envelopes using the manual feed option, follow these steps to select the correct settings in the print driver, and then load the envelopes into the tray after sending the print job to the printer.

## Print envelopes

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

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 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen, select **Devices**, select **Print**, and then select the printer.

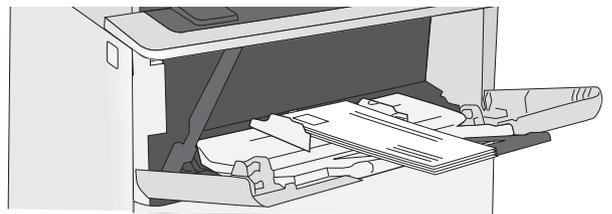
---

3. Click or tap the **Paper/Quality** tab.
4. In the **Paper size** drop-down list, select the correct size for the envelopes.
5. In the **Paper type** drop-down list, select **Envelope**.
6. In the **Paper source** drop-down list, select **Manual feed**.
7. Click the **OK** button to close the **Document Properties** dialog box.
8. In the **Print** dialog box, click the **OK** button to print the job.

## Envelope orientation

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Load envelopes in Tray 1 face up, with the short, postage end leading into the printer.





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## 3 Supplies, accessories, and parts

- [Order supplies, accessories, and parts](#)
- [Replace the toner cartridge](#)

### For more information:

The following information is correct at the time of publication. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

# Order supplies, accessories, and parts

## Ordering

Order supplies and paper	<a href="http://www.hp.com/go/suresupply">www.hp.com/go/suresupply</a>
Order genuine HP parts or accessories	<a href="http://www.hp.com/buy/parts">www.hp.com/buy/parts</a>
Order through service or support providers	Contact an HP-authorized service or support provider.
Order using the HP Embedded Web Server (EWS)	To access, in a supported Web browser on your computer, enter the printer IP address or host name in the address/URL field. The EWS contains a link to the HP SureSupply Web site, which provides options for purchasing Original HP supplies.

## Supplies and accessories

Item	Description	Cartridge number	Part number
<b>Supplies</b>			
HP 87A Black Original LaserJet Toner Cartridge	Standard-capacity replacement black toner cartridge	87A	CF287A
HP 87X High Yield Black Original LaserJet Toner Cartridge	High-capacity replacement black toner cartridge	87X	CF287X
<b>Accessories</b>			
1 x 550-sheet paper feeder	Optional 550-sheet paper feeder	Not applicable	F2A72A

## Customer self-repair parts

Customer Self-Repair (CSR) parts are available for many HP LaserJet printers to reduce repair time. More information about the CSR program and benefits can be found at [www.hp.com/go/csr-support](http://www.hp.com/go/csr-support) and [www.hp.com/go/csr-faq](http://www.hp.com/go/csr-faq).

Genuine HP replacement parts can be ordered at [www.hp.com/buy/parts](http://www.hp.com/buy/parts) or by contacting an HP-authorized service or support provider. When ordering, one of the following will be needed: part number, serial number (found on back of printer), product number, or printer name.

- Parts listed as **Mandatory** self-replacement are to be installed by customers, unless you are willing to pay HP service personnel to perform the repair. For these parts, on-site or return-to-depot support is not provided under the HP printer warranty.
- Parts listed as **Optional** self-replacement can be installed by HP service personnel at your request for no additional charge during the printer warranty period.

Item	Description	Self-replacement options	Part number
Transfer Roller Service Kit	Replacement transfer roller	Mandatory	F2A68-67910
Tray 1 Pick Up and Separation Roller Kit	Replacement rollers for Tray 1	Mandatory	F2A68-67914
Tray 2-3 Roller Kit	Replacement rollers for Tray 2 and 3	Mandatory	F2A68-67913
1x550-sheet paper feeder	Replacement paper feeder	Mandatory	F2A72-67901

# Replace the toner cartridge

## Introduction

The following information provides details about the toner cartridge for the printer, and it includes instructions to replace it.

- [Toner-cartridge information](#)
- [Remove and replace the cartridge](#)

## Toner-cartridge information

This printer indicates when the toner cartridge level is low and very low. The actual toner cartridge life remaining can vary. Consider having a replacement cartridge available to install when print quality is no longer acceptable.

To purchase cartridges or check cartridge compatibility for the printer, go to HP SureSupply at [www.hp.com/go/suresupply](http://www.hp.com/go/suresupply). Scroll to the bottom of the page and verify that the country/region is correct.

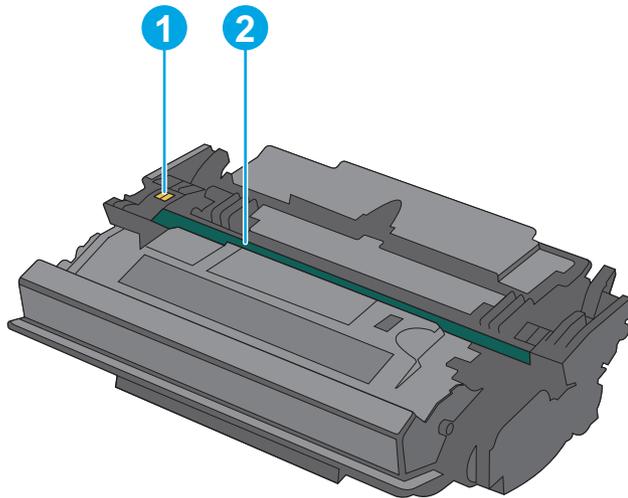
Item	Description	Cartridge number	Part number
HP 87A Black Original LaserJet Toner Cartridge	Standard-capacity replacement black toner cartridge	87A	CF287A
HP 87X High Yield Black Original LaserJet Toner Cartridge	High-capacity replacement black toner cartridge	87X	CF287X

 **NOTE:** High-yield toner cartridges contain more toner than standard cartridges for increased page yield. For more information, go to [www.hp.com/go/learnaboutesupplies](http://www.hp.com/go/learnaboutesupplies).

Do not remove the toner cartridge from its package until it is time to replace it.

 **CAUTION:** To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover the green imaging drum if the toner cartridge must be removed from the printer for an extended period of time.

The following illustration shows the toner-cartridge components.



- 
- |   |              |
|---|--------------|
| 1 | Memory chip  |
| 2 | Imaging drum |
- 

**CAUTION:** Do not touch the imaging drum. Fingerprints can cause print-quality problems.

---

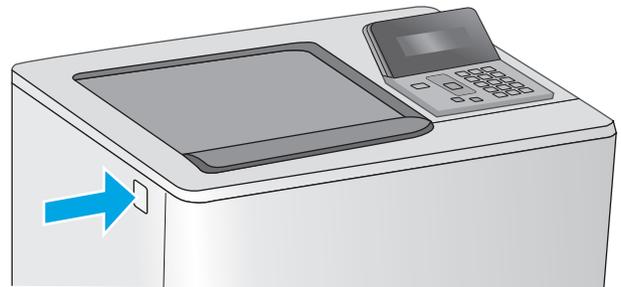
**CAUTION:** If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

**NOTE:** Information about recycling used toner cartridges is in the toner-cartridge box.

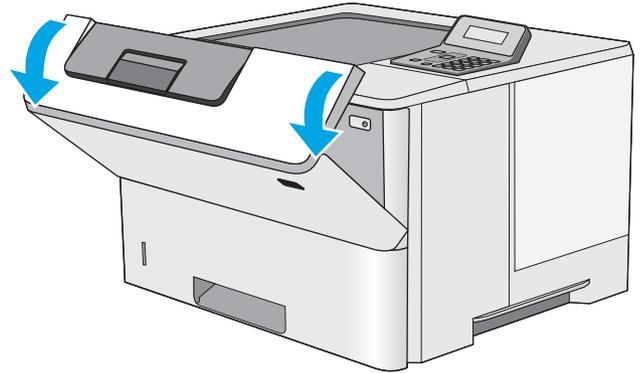
---

## Remove and replace the cartridge

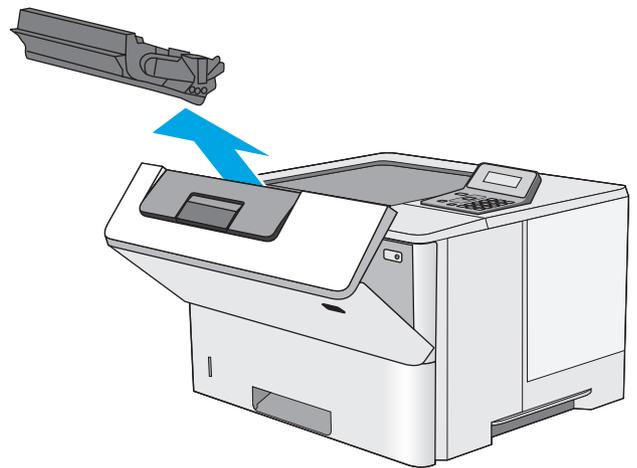
1. Press the top-cover-release button on the left side of the printer.



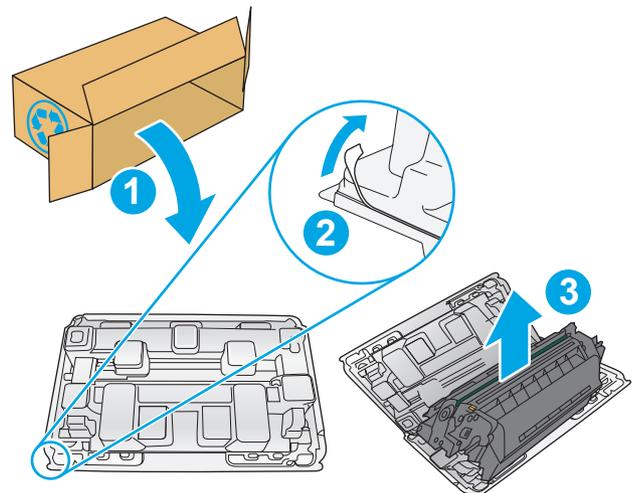
2. Open the front door.



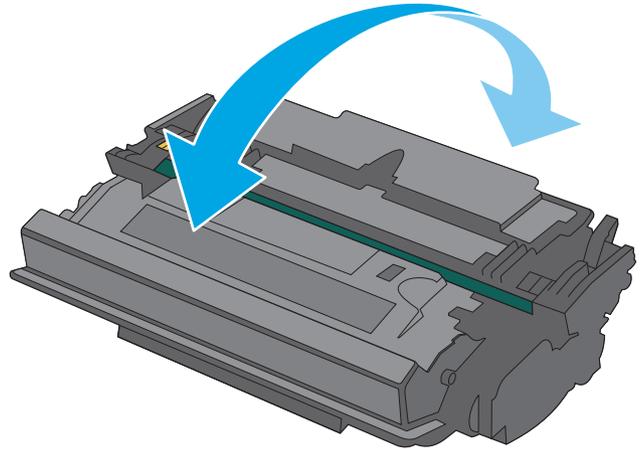
3. Grasp the handle of the used toner cartridge and pull out to remove it.



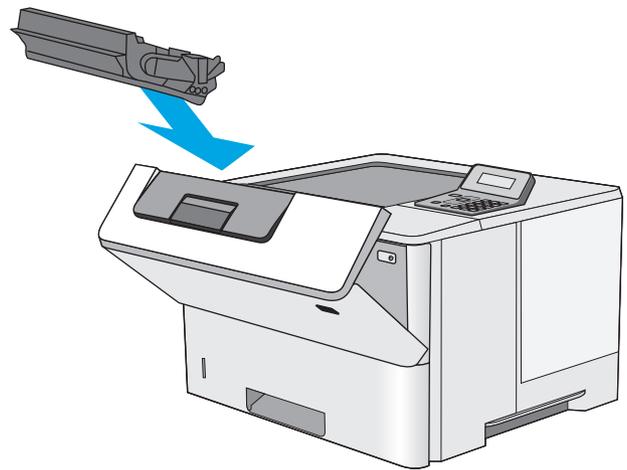
4. Remove the new toner cartridge from its protective shell by tearing off the plastic strip and opening the package. Save all packaging for recycling the used toner cartridge.



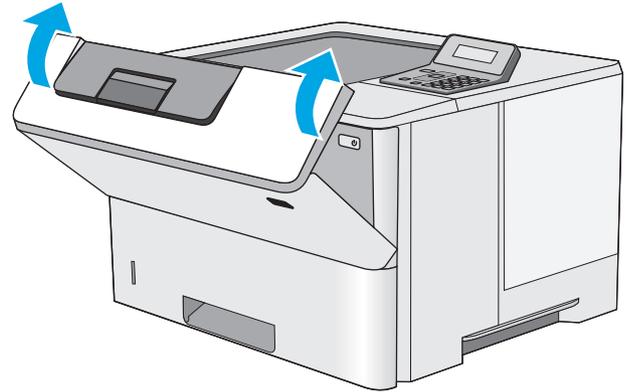
5. Hold both ends of the toner cartridge and rock it 5-6 times.



6. Align the toner cartridge with its slot, and then insert the toner cartridge into the printer.



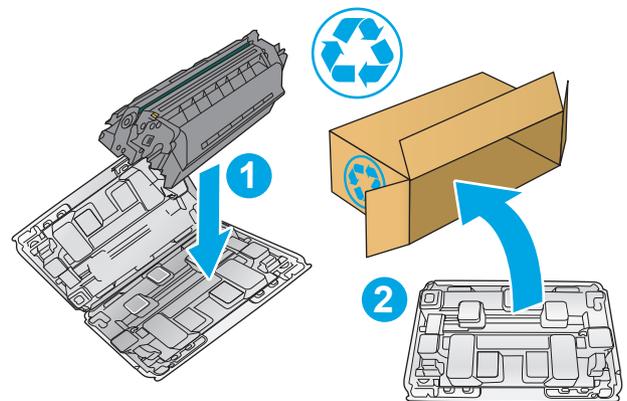
7. Close the front door.



8. Pack the used toner cartridge into the box that the new cartridge came in. See the enclosed recycling guide for information about recycling.

In the U.S., a pre-paid shipping label is included in the box. In other countries/regions, go to [www.hp.com/recycle](http://www.hp.com/recycle) to print a pre-paid shipping label.

Adhere the pre-paid shipping label to the box, and return the used cartridge to HP for recycling.





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# 4 Print

- [Print tasks \(Windows\)](#)
- [Print tasks \(OS X\)](#)
- [Store print jobs on a USB flash drive to print later](#)
- [Mobile printing](#)

## For more information:

The following information is correct at the time of publication. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

# Print tasks (Windows)

## How to print (Windows)

The following procedure describes the basic printing process for Windows.

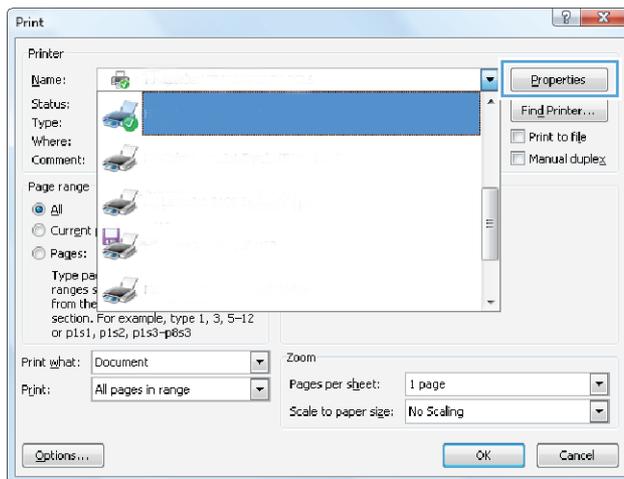
1. From the software program, select the **Print** option.
2. Select the printer from the list of printers. To change settings, click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.

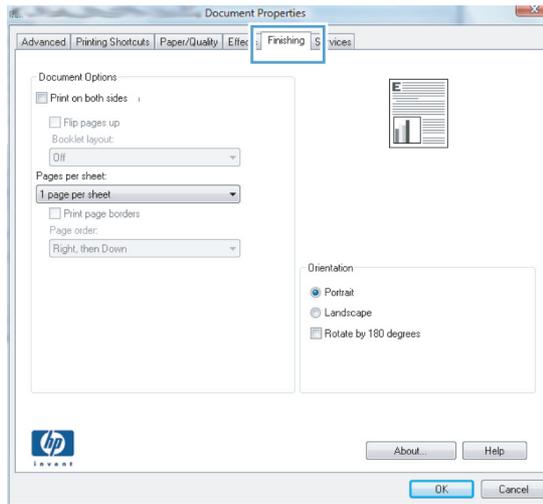
 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

 **NOTE:** For more information, click the Help (?) button in the print driver.

 **NOTE:** The print driver might look different than what is shown here, but the steps are the same.



3. Click or tap the tabs in the print driver to configure the available options. For example, set the paper orientation on the **Finishing** tab, and set the paper source, paper type, paper size, and quality settings on the **Paper/Quality** tab.



4. Click or tap the **OK** button to return to the **Print** dialog box. Select the number of copies to print from this screen.
5. Click or tap the **OK** button to print the job.

## Automatically print on both sides (Windows)

Use this procedure for printers that have an automatic duplexer installed. If the printer does not have an automatic duplexer installed, or to print on paper types that the duplexer does not support, print on both sides manually.

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

---

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

---

3. Click or tap the **Finishing** tab.
4. Select the **Print on both sides** check box. Click the **OK** button to close the **Document Properties** dialog box.
5. In the **Print** dialog box, click the **OK** button to print the job.

## Manually print on both sides (Windows)

Use this procedure for printers that do not have an automatic duplexer installed or to print on paper that the duplexer does not support.

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

---

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

---

3. Click or tap the **Finishing** tab.
4. Select the **Print on both sides (manually)** check box. Click the **OK** button to print the first side of the job.
5. Retrieve the printed stack from the output bin, and place it in Tray 1.
6. If prompted, touch the appropriate control panel button to continue.

## Print multiple pages per sheet (Windows)

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

---

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

---

3. Click or tap the **Finishing** tab.
4. Select the number of pages per sheet from the **Pages per sheet** drop-down list.
5. Select the correct **Print page borders**, **Page order**, and **Orientation** options. Click the **OK** button to close the **Document Properties** dialog box.
6. In the **Print** dialog box, click the **OK** button to print the job.

## Select the paper type (Windows)

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

---

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

---

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

4. From the **Paper type** drop-down list, select the option for the type of paper you are using, and then click the **OK** button.
5. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

## Additional print tasks

Go to [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

Instructions are available for performing specific print tasks, such as the following:

- Create and use printing shortcuts or presets
- Select the paper size, or use a custom paper size
- Select the page orientation
- Create a booklet
- Scale a document to fit a specific paper size
- Print the first or last pages of the document on different paper
- Print watermarks on a document

# Print tasks (OS X)

## How to print (OS X)

The following procedure describes the basic printing process for OS X.

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then select other menus to adjust the print settings.

---

 **NOTE:** The name of the item varies for different software programs.

---

4. Click the **Print** button.

## Automatically print on both sides (OS X)

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 **NOTE:** This information applies to printers that include an automatic duplexer.

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 **NOTE:** This feature is available if you install the HP print driver. It might not be available if you are using AirPrint.

---

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Layout** menu.

---

 **NOTE:** The name of the item varies for different software programs.

---

4. Select a binding option from the **Two-Sided** drop-down list.
5. Click the **Print** button.

## Manually print on both sides (OS X)

---

 **NOTE:** This feature is available if you install the HP print driver. It might not be available if you are using AirPrint.

---

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Manual Duplex** menu.

---

 **NOTE:** The name of the item varies for different software programs.

---

4. Click the **Manual Duplex** box, and select a binding option.
5. Click the **Print** button.
6. Go to the printer, and remove any blank paper that is in Tray 1.

7. Retrieve the printed stack from the output bin and place it with the printed-side facing down in the input tray.
8. If prompted, touch the appropriate control panel button to continue.

## Print multiple pages per sheet (OS X)

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Layout** menu.



---

**NOTE:** The name of the item varies for different software programs.

---

4. From the **Pages per Sheet** drop-down list, select the number of pages that you want to print on each sheet.
5. In the **Layout Direction** area, select the order and placement of the pages on the sheet.
6. From the **Borders** menu, select the type of border to print around each page on the sheet.
7. Click the **Print** button.

## Select the paper type (OS X)

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Media & Quality** menu or the **Paper/Quality** menu.



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**NOTE:** The name of the item varies for different software programs.

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4. Select from the **Media & Quality** or **Paper/Quality** options.



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**NOTE:** This list contains the master set of options available. Some options are not available on all printers.

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- **Media Type:** Select the option for the type of paper for the print job.
  - **Print Quality:** Select the resolution level for the print job.
  - **Edge-To-Edge Printing:** Select this option to print close to the paper edges.
  - **EconoMode:** Select this option to conserve toner when printing drafts of documents.
5. Click the **Print** button.

## Additional print tasks

Go to [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

Instructions are available for performing specific print tasks, such as the following:

- Create and use printing shortcuts or presets
- Select the paper size, or use a custom paper size
- Select the page orientation
- Create a booklet
- Scale a document to fit a specific paper size
- Print the first or last pages of the document on different paper
- Print watermarks on a document

# Store print jobs on a USB flash drive to print later

- [Introduction](#)
- [Before you begin](#)
- [Set up the printer for job storage](#)
- [Create a stored job \(Windows\)](#)
- [Print a stored job](#)
- [Delete a stored job](#)
- [Information sent to printer for Job Accounting purposes](#)

## Introduction

This section provides procedures for creating and printing documents that are stored on the USB flash drive. These jobs can be printed at a later time.

## Before you begin

The job storage feature has the following requirements:

- A dedicated USB 2.0 flash drive with at least 16 GB free space must be installed in the rear host USB port. This USB flash drive holds the job storage jobs sent to the printer. Removing this USB flash drive from the printer disables the job storage feature.
- If you are using an HP Universal Print Driver (UPD), you must use UPD version 5.9.0 or above.

## Set up the printer for job storage

Complete the following processes to enable the printer job storage feature.

### Step one: Install the USB flash drive

1. Locate the rear host USB port.

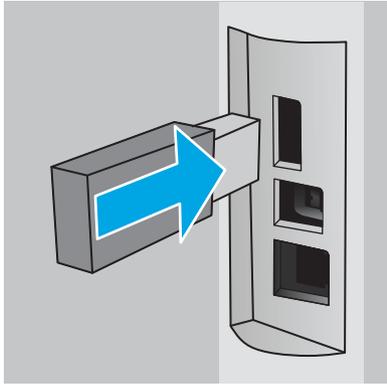


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**NOTE:** On some models, the rear host USB port is covered. Remove the rear host USB port cover before proceeding.

---

2. Install the USB flash drive into the rear host USB port.



The control panel displays a **To format USB drive for Job Storage press OK** message.

3. Press the **OK** button, and then follow the instructions on the control panel to complete the procedure

## Step two: Update the print driver

### Update the print driver in Windows

1. Click the **Start** button, and then click **Devices and Printers**.
2. Right-click on the name of the HP printer, and then select **Printer properties**.
3. In the **Properties** dialog, select the **Device Settings** tab.
4. Select **Update Now**, and then click **OK**. The print driver updates.

The updated print driver will include the **Job Storage** tab.

## Create a stored job (Windows)

Store jobs on the USB flash drive for private or delayed printing.



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**NOTE:** The print driver might look different than what is shown here, but the steps are the same.

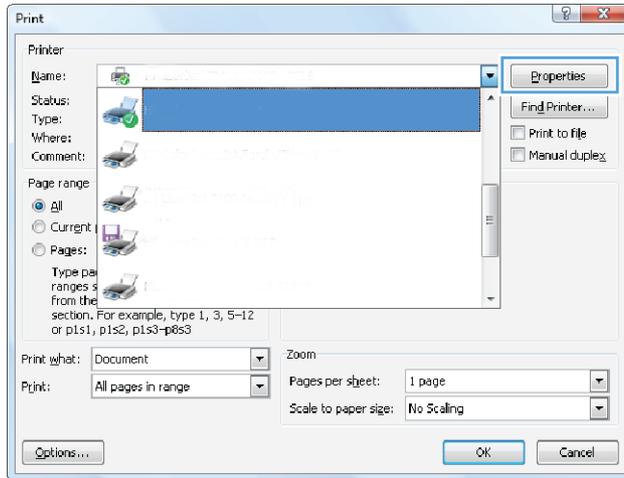
---

1. From the software program, select the **Print** option.

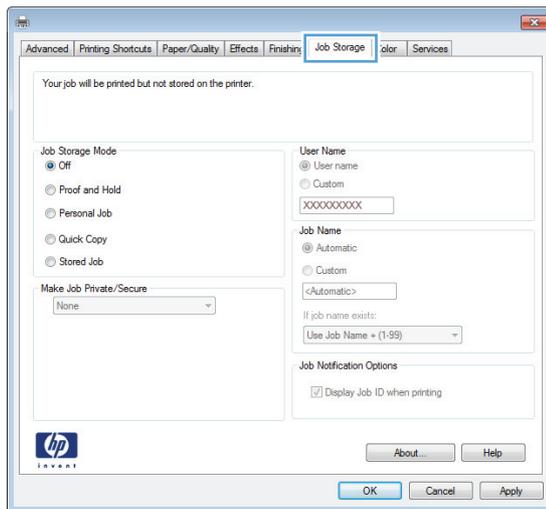
2. Select the printer from the list of printers, and then select **Properties** or **Preferences** (the name varies for different software programs).

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.



3. Click the **Job Storage** tab.



4. Select a **Job Storage Mode** option.

Mode	Description	PIN protected	Job deletion
<b>Proof and Hold</b>	Print the first page of a document to verify print quality, and then print the rest of the document from the printer control panel	No	Automatically after the job is printed or when job retention limit is reached.

Mode	Description	PIN protected	Job deletion
<b>Personal Job</b>	<p>The job does not print until you request it at the printer control panel.</p> <p>For this job-storage mode, you can select one of the <b>Make Job Private/Secure</b> options:</p> <ul style="list-style-type: none"> <li>• If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel.</li> <li>• If you encrypt the job, you must provide the required password at the control panel.</li> </ul> <p>The print job is deleted from memory after it prints and is lost if the printer loses power.</p>	Yes (optional)	Automatically after the job is printed or when job retention limit is reached.
<b>Quick Copy</b>	Print the requested number of copies of a job and store a copy of the job in the printer memory so you can print it again later.	No	Manually
<b>Stored Job</b>	Store a job on a USB flash drive and allow other users to print the job at any time.	Yes (optional)	Manually

5. To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.

Select which option to use if another stored job already has that name:

- **Use Job Name + (1-99):** Append a unique number to the end of the job name.
  - **Replace Existing File:** Overwrite the existing stored job with the new one.
6. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

## Print a stored job

Use the following procedure to print a job that is stored in the USB flash drive.

1. On the printer control panel, press the **OK** button.
2. Scroll to and select **Stored Jobs**.
3. From the **Job Folders** list, select a user name. A list of jobs stored under that user name displays.
4. Select the name of the job. If the job is private or secure, enter the PIN when prompted.
5. Use the arrow keys to select **Copies**, and then press the **OK** button.

6. Enter the number of copies, and then press the **OK** button.
7. Use the arrow keys to select **Print**, and then press the **OK** button.

## Delete a stored job

When you send a stored job to the USB flash drive, the printer overwrites any previous jobs with the same user and job name. If the USB flash drive is full, the printer control panel displays a **No more memory** message and existing stored jobs must be deleted before additional print jobs can be stored.

Use this procedure to delete a job that is stored in the USB flash drive.

1. On the printer control panel, press the **OK** button.
2. Scroll to and select **Stored Jobs**.
3. From the **Job Folders** list, select a user name. A list of jobs stored under that user name displays.
4. Select the name of the job. If the job is private or secure, enter the PIN when prompted.
5. Use the arrow keys to select **Delete**, and then press the **OK** button. Press the **OK** button again to delete the job.

## Information sent to printer for Job Accounting purposes

Printing jobs sent from drivers on the client (e.g., PC) may send personally identifiable information to HP's Printing and Imaging devices. This information may include, but is not limited to, user name and client name from which the job originated that may be used for job accounting purposes, as determined by the Administrator of the printing device. This same information may also be stored with the job on the mass storage device (e.g., disk drive) of the printing device when using the job storage feature.

# Mobile printing

## Introduction

HP offers multiple mobile and ePrint solutions to enable easy printing to an HP printer from a laptop, tablet, smartphone, or other mobile device. To see the full list and to determine the best choice, go to [www.hp.com/go/LaserJetMobilePrinting](http://www.hp.com/go/LaserJetMobilePrinting).

- [HP ePrint via email](#)
- [HP ePrint software](#)
- [AirPrint](#)
- [Google Cloud Print](#)
- [Android embedded printing](#)

## HP ePrint via email

Use HP ePrint to print documents by sending them as an email attachment to the printer's email address from any email enabled device.

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 **NOTE:** The printer might require a firmware update to use this feature.

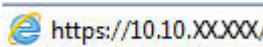
---

To use HP ePrint, the printer must meet these requirements:

- The printer must be connected to a wired or wireless network and have Internet access.
- HP Web Services must be enabled on the printer, and the printer must be registered with HP Connected.

Follow this procedure to enable HP Web Services and register with HP Connected:

1. On the printer control panel, press the **OK** button. Open the **Network Setup** menu, and then select **Show IP Address** to display the IP address or host name.
2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



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 **NOTE:** If the Web browser displays a message indicating that accessing the Web site might not be safe, select the option to continue to the Web site. Accessing this Web site will not harm the computer.

---

3. Click the **HP Web Services** tab, and then click **Enable**. The printer enables Web Services, and then prints an information page.

The information page contains the printer code necessary to register the HP product at HP Connected.

4. Go to [www.hpconnected.com](http://www.hpconnected.com) to create an HP ePrint account and complete the setup process.

## HP ePrint software

The HP ePrint software makes it easy to print from a Windows or Mac desktop or laptop computer to any HP ePrint-capable printer. This software makes it easy to find HP ePrint-enabled printers that are registered to your HP Connected account. The target HP printer can be located in the office or at locations across the globe.

- **Windows:** After installing the software, open the **Print** option from within your application, and then select **HP ePrint** from the installed printers list. Click the **Properties** button to configure print options.
- **OS X:** After installing the software, select **File, Print**, and then select the arrow next to **PDF** (in the bottom left of the driver screen). Select **HP ePrint**.

For Windows, the HP ePrint software supports TCP/IP printing to local printers on the network (LAN or WAN) and that support UPD PostScript®.

Windows and OS X both support IPP printing to LAN or WAN network-connected printers that support ePCL.

Windows and Mac also both support printing PDF documents to public print locations and printing using HP ePrint via email through the cloud.

Go to [www.hp.com/go/eprintsoftware](http://www.hp.com/go/eprintsoftware) for drivers and information.

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 **NOTE:** The HP ePrint software is a PDF workflow utility for Mac, and is not technically a print driver.

 **NOTE:** HP ePrint Software does not support USB printing.

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## AirPrint

Direct printing using Apple's AirPrint is supported for iOS 4.2 or later and from Mac computers running OS X 10.7 Lion and newer. Use AirPrint to print directly to the printer from an iPad, iPhone (3GS or later), or iPod touch (third generation or later) in the following mobile applications:

- Mail
- Photos
- Safari
- iBooks
- Select third-party applications

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 **NOTE:** Before using AirPrint with a USB connection, verify the version number. AirPrint versions 1.3 and earlier do not support USB connections.

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## Google Cloud Print

Google Cloud Print is a mobile printing solution available to Gmail account users that allows you to print over the web from anywhere, including your phone or tablet, to any printer.

For more information, go to [www.google.com/cloudprint/learn/printers.html](http://www.google.com/cloudprint/learn/printers.html), and then select the **HP** link.

## Android embedded printing

HP's print solution for Android and Kindle enables mobile devices to automatically find and print to HP printers that are on a network.

The printer must be connected to the same network (sub-net) as the Android device.

HP print solutions are embedded in some Android and Kindle devices and available for others at:  
[play.google.com](https://play.google.com).

For more information on how to use Android embedded printing and which Android devices are supported, go to [www.hp.com/go/LaserJetMobilePrinting](http://www.hp.com/go/LaserJetMobilePrinting).



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## 5 Manage the printer

- [Use HP Web Services applications](#)
- [Change the printer connection type \(Windows\)](#)
- [Advanced configuration with HP Embedded Web Server \(EWS\) and HP Device Toolbox \(Windows\)](#)
- [Advanced configuration with HP Utility for OS X](#)
- [Configure IP network settings](#)
- [Printer security features](#)
- [Energy-conservation settings](#)
- [HP Web Jetadmin](#)
- [Update the firmware](#)

### For more information:

The following information is correct at the time of publication. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

## Use HP Web Services applications

HP Web Services applications provide useful content that can be automatically downloaded from the Internet to the printer. Choose from a variety of applications including news, calendars, forms, and cloud-based document storage.

To activate these applications and schedule the downloads, go to the HP Connected Web site at [www.hpconnected.com](http://www.hpconnected.com)



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**NOTE:** To use this feature, the printer must be connected to a network and have internet access. HP Web Services must be enabled on the printer.

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### Enable Web Services

1. On the printer control panel, press the **OK** button.
2. Select the **HP Web Services** menu, and then press the **OK** button.
3. Select the **Enable Web Services** item, and then press the **OK** button.

## Change the printer connection type (Windows)

If you are already using the printer and you wish to change the way it is connected, use the **Reconfigure your HP Device** shortcut on your computer desktop to change the connection. For example, you can reconfigure the printer to use a different wireless address, to connect to a wired or wireless network, or change from a network connection to a USB connection. You can change the configuration without inserting the printer CD. After you select the type of connection you wish to make, the program goes directly to the portion of the printer setup procedure that needs to change.

# Advanced configuration with HP Embedded Web Server (EWS) and HP Device Toolbox (Windows)

Use the HP Embedded Web Server to manage printing functions from a computer instead of the printer control panel.

- View printer status information
- Determine the remaining life for all supplies and order new ones
- View and change tray configurations
- View and change the printer control-panel menu configuration
- View and print internal pages
- Receive notification of printer and supplies events
- View and change network configuration

The HP Embedded Web Server works when the printer is connected to an IP-based network. The HP Embedded Web Server does not support IPX-based printer connections. Internet access is not needed to open and use the HP Embedded Web Server.

When the printer is connected to the network, the HP Embedded Web Server is automatically available.

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 **NOTE:** HP Device Toolbox is software used to connect to the HP Embedded Web Server when the printer is connected to a computer via USB. It is available only if a full installation was performed when the printer was installed on a computer. Depending on how the printer is connected, some features might not be available.

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 **NOTE:** The HP Embedded Web Server is not accessible beyond the network firewall.

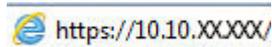
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## Method one: Open the HP Embedded Web Server (EWS) from the Start menu

1. Click the **Start** button, and then click the **Programs** item.
2. Click your HP printer group, and then click the **HP Device Toolbox** item.

## Method two: Open the HP Embedded Web Server (EWS) from a Web browser

1. On the printer control panel, press the **OK** button. Open the **Network Setup** menu, and then select **Show IP Address** to display the IP address or host name.
2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.

 <https://10.10.XX.XXX/>

---

 **NOTE:** If the Web browser displays a message indicating that accessing the Web site might not be safe, select the option to continue to the Web site. Accessing this Web site will not harm the computer.

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Tab or section	Description
<p><b>Home tab</b></p> <p>Provides printer, status, and configuration information.</p>	<ul style="list-style-type: none"> <li>• <b>Device Status:</b> Shows the printer status and shows the approximate percent life remaining of HP supplies.</li> <li>• <b>Supplies Status:</b> Shows the approximate percent life remaining of HP supplies. Actual supply life remaining can vary. Consider having a replacement supply available to install when print quality is no longer acceptable. The supply does not need to be replaced unless the print quality is no longer acceptable.</li> <li>• <b>Device Configuration:</b> Shows the information found on the printer configuration page.</li> <li>• <b>Network Summary:</b> Shows the information found on the printer network configuration page.</li> <li>• <b>Reports:</b> Print the configuration and supplies status pages that the printer generates.</li> <li>• <b>Job Storage Log:</b> Shows a summary of all jobs stored in the USB flash drive.</li> <li>• <b>Color Usage Log:</b> Shows a summary of color jobs that the printer has produced. (Color printers only)</li> <li>• <b>Event Log:</b> Shows a list of all printer events and errors.</li> </ul>
<p><b>System tab</b></p> <p>Provides the ability to configure the printer from your computer.</p>	<ul style="list-style-type: none"> <li>• <b>Device Information:</b> Provides basic printer and company information.</li> <li>• <b>Paper Setup:</b> Change the default paper-handling settings for the printer.</li> <li>• <b>Print Quality:</b> Change the default print-quality settings for the printer.</li> <li>• <b>Energy Settings:</b> Change the default times for entering Sleep/Auto Off mode or automatic shutdown.</li> <li>• <b>Job Storage Setup:</b> Configure the job storage settings for the printer.</li> <li>• <b>Print Density:</b> Change the print density of contrasts, highlights, midtones, and shadows</li> <li>• <b>Paper Types:</b> Configure print modes that correspond to the paper types that the printer accepts.</li> <li>• <b>System Setup:</b> Change the system defaults for the printer.</li> <li>• <b>Supply Settings:</b> Change the settings for <b>Cartridge is low</b> alerts and other supplies information.</li> <li>• <b>Service:</b> Perform the cleaning procedure on the printer.</li> <li>• <b>Save and Restore:</b> Save the current settings for the printer to a file on the computer. Use this file to load the same settings onto another printer or to restore these settings to this printer at a later time.</li> <li>• <b>Administration:</b> Set or change the printer password. Enable or disable printer features.</li> </ul> <p><b>NOTE:</b> The <b>System</b> tab can be password-protected. If this printer is on a network, always consult with the administrator before changing settings on this tab.</p>
<p><b>Print tab</b></p> <p>Provides the ability to change default print settings from your computer.</p>	<ul style="list-style-type: none"> <li>• <b>Printing:</b> Change the default printer print settings, such as number of copies and paper orientation. These are the same options that are available on the control panel.</li> <li>• <b>PCL5c:</b> View and change the PCL5c settings.</li> <li>• <b>PostScript:</b> Turn off or on the <b>Print PS Errors</b> feature.</li> </ul>

Tab or section	Description
<p><b>Fax tab</b></p> <p>(Fax printers only)</p>	<ul style="list-style-type: none"> <li>• <b>Receive Options:</b> Configure how the printer handles incoming faxes.</li> <li>• <b>Phone Book:</b> Add or delete entries in the fax phone book.</li> <li>• <b>Junk Fax List:</b> Set fax numbers to block from sending faxes to the printer.</li> <li>• <b>Fax Activity Log:</b> Review recent fax activity for the printer.</li> </ul>
<p><b>Scan tab</b></p> <p>(MFP printers only)</p>	<p>Configure the <a href="#">Scan to Network Folder</a> and <a href="#">Scan to E-mail</a> features.</p> <ul style="list-style-type: none"> <li>• <b>Network Folder Setup:</b> Configure folders on the network to which the printer can save a scanned file.</li> <li>• <b>Scan to E-mail Setup:</b> Begin the process to set up the <a href="#">Scan to E-mail</a> feature.</li> <li>• <b>Outgoing E-mail Profiles:</b> Set an email address that will appear as the “from” address for all emails sent from the printer.</li> <li>• <b>Default SMTP Configuration:</b> Configure the SMTP Server information.</li> <li>• <b>E-mail Address Book:</b> Add or delete entries in the email address book.</li> <li>• <b>Network Contacts Setup:</b> Configure the printer to connect to a network address book.</li> <li>• <b>E-mail Options:</b> Configure a default subject line and body text. Configure default scan settings for emails.</li> </ul>
<p><b>Networking tab</b></p> <p>(Network-connected printers only)</p> <p>Provides the ability to change network settings from your computer.</p>	<p>Network administrators can use this tab to control network-related settings for the printer when it is connected to an IP-based network. It also allows the network administrator to set up Wi-Fi Direct functionality. This tab does not appear if the printer is directly connected to a computer.</p>
<p><b>HP Web Services tab</b></p>	<p>Use this tab to set up and use various Web tools with the printer.</p>

# Advanced configuration with HP Utility for OS X

Use the HP Utility to check printer status or to view or change printer settings from your computer.

You can use the HP Utility when the printer is connected with a USB cable or is connected to a TCP/IP-based network.

## Open HP Utility

1. At the computer, open the **System Preferences** menu, and then click **Print & Fax**, **Print & Scan**, or **Printers & Scanners**.
2. Select the printer in the list.
3. Click the **Options & Supplies** button.
4. Click the **Utility** tab.
5. Click the **Open Printer Utility** button.

## HP Utility features

The HP Utility toolbar includes these items:

- **Devices:** Click this button to show or hide Mac products found by the HP Utility.
- **All Settings:** Click this button to return to the HP Utility main view.
- **HP Support:** Click this button to open a browser and go to the HP support Web site.
- **Supplies:** Click this button to open the HP SureSupply Web site.
- **Registration:** Click this button to open the HP registration Web site.
- **Recycling:** Click this button to open the HP Planet Partners Recycling Program Web site.

HP Utility consists of pages that you open by clicking in the **All Settings** list. The following table describes the tasks that you can perform with HP Utility.

Item	Description
<b>Supplies Status</b>	Show the printer supplies status and provides links for ordering supplies online.
<b>Device Information</b>	Show information about the currently selected printer, including the printer Service ID (if assigned), the firmware version (FW Version), the Serial Number, and the IP address.
<b>Commands</b>	Send special characters or print commands to the printer after the print job. <b>NOTE:</b> This option is available only after you open the <b>View</b> menu and select the <b>Show Advanced Options</b> item.
<b>Color Usage</b> (Color printers only)	Show information about color jobs that the printer has produced.

Item	Description
<b>File Upload</b>	Transfer files from the computer to the printer. You can upload the following types of files: <ul style="list-style-type: none"> <li>HP LaserJet printer command language (.PRN)</li> <li>Portable document format (.PDF)</li> <li>Postscript (.PS)</li> <li>Text (.TXT)</li> </ul>
<b>Power Management</b>	Configure the printer economy settings.
<b>Update Firmware</b>	Transfer a firmware update file to the printer.  <b>NOTE:</b> This option is available only after you open the <b>View</b> menu and select the <b>Show Advanced Options</b> item.
<b>HP Connected</b>	Access the HP Connected Web site.
<b>Upload Fonts</b>	Upload fonts from the computer to the printer.
<b>Message Center</b>	Display error events that have occurred with the printer.
<b>Duplex Mode</b>	Turn on the automatic two-sided printing mode.
<b>Network Settings</b> (Network-connected printers only)	Configure the network settings, such as the IPv4 settings, IPv6 settings, Bonjour settings, and other settings.
<b>Supplies Management</b>	Configure how the printer should behave when supplies are nearing the end of their estimated life.
<b>Trays Configuration</b>	Change paper size and type for each of the trays.
<b>Additional Settings</b>	Open the HP Embedded Web Server (EWS) for the printer.  <b>NOTE:</b> USB connections are not supported.
Proxy Server Settings	Configure a proxy server for the printer.
<b>Basic Fax Settings</b> (MFP fax models only)	Set up the fields in the fax header and configure how the printer answers incoming calls.
<b>Fax Forwarding</b> (MFP fax models only)	Set up the printer to send the incoming faxes to a different number.
<b>Fax Logs</b> (MFP fax models only)	View the logs of all faxes.
<b>Fax Speed Dials</b> (MFP fax models only)	Add fax numbers to the speed dial list.
<b>Junk Fax Blocking</b> (MFP fax models only)	Store the fax numbers you want to block.

---

Item	Description
<b>Scan to E-mail</b> (MFP printers only)	Open the HP Embedded Web Server (EWS) page for configuring settings for scanning to email.
<b>Scan to Network Folder</b> (MFP printers only)	Open the HP Embedded Web Server (EWS) page for configuring settings for scanning to a network folder.

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# Configure IP network settings

- [Introduction](#)
- [Printer sharing disclaimer](#)
- [View or change network settings](#)
- [Rename the printer on a network](#)
- [Manually configure IPv4 TCP/IP parameters from the control panel](#)
- [Link speed and duplex settings](#)

## Introduction

Use the following sections to configure the printer network settings.

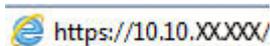
## Printer sharing disclaimer

HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP printer drivers. Go to Microsoft at [www.microsoft.com](http://www.microsoft.com).

## View or change network settings

Use the HP Embedded Web Server to view or change IP configuration settings.

1. Open the HP Embedded Web Server (EWS):
  - a. On the printer control panel, press the **OK** button. Open the **Network Setup** menu, and then select **Show IP Address** to display the IP address or host name.
  - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a message indicating that accessing the Web site might not be safe, select the option to continue to the Web site. Accessing this Web site will not harm the computer.

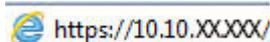
2. Click the **Networking** tab to obtain network information. Change settings as needed.

## Rename the printer on a network

To rename the printer on a network so that it can be uniquely identified, use the HP Embedded Web Server.

1. Open the HP Embedded Web Server (EWS):
  - a. On the printer control panel, press the **OK** button. Open the **Network Setup** menu, and then select **Show IP Address** to display the IP address or host name.

- b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a message indicating that accessing the Web site might not be safe, select the option to continue to the Web site. Accessing this Web site will not harm the computer.

2. Open the **System** tab.
3. On the **Device Information** page, the default printer name is in the **Device Description** field. You can change this name to uniquely identify this printer.

 **NOTE:** Completing the other fields on this page is optional.

4. Click the **Apply** button to save the changes.

## Manually configure IPv4 TCP/IP parameters from the control panel

Use the control-panel menus to manually set an IPv4 address, subnet mask, and default gateway.

1. On the printer control panel, press the **OK** button.
2. Open the following menus:
  - **Network Setup**
  - **IPv4 Config Method**
  - **Manual**
3. Use the arrow keys and the **OK** button to enter the IP address, subnet mask, and default gateway, and then touch the **OK** button to save the changes.

## Link speed and duplex settings

 **NOTE:** This information applies only to Ethernet networks. It does not apply to wireless networks.

The link speed and communication mode of the print server must match the network hub. For most situations, leave the printer in automatic mode. Incorrect changes to the link speed and duplex settings might prevent the printer from communicating with other network devices. To make changes, use the printer control panel.

 **NOTE:** The printer setting must match the setting for the network device (a network hub, switch, gateway, router, or computer).

 **NOTE:** Making changes to these settings causes the printer to turn off and then on. Make changes only when the printer is idle.

1. On the printer control panel, press the **OK** button.
2. Open the following menus:

- **Network Setup**
  - **Link Speed**
3. Select one of the following options:
- **Automatic:** The print server automatically configures itself for the highest link speed and communication mode allowed on the network.
  - **10T Full:** 10 megabytes per second (Mbps), full-duplex operation
  - **10T Half:** 10 Mbps, half-duplex operation
  - **100TX Full:** 100 Mbps, full-duplex operation
  - **100TX Half:** 100 Mbps, half-duplex operation
  - **1000T Full:** 1000 Mbps, full-duplex operation
4. Press the **OK** button. The printer turns off and then on.

# Printer security features

## Introduction

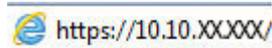
The printer includes several security features to restrict who has access to configuration settings, to secure data, and to prevent access to valuable hardware components.

- [Assign or change the system password using the HP Embedded Web Server](#)
- [Lock the formatter](#)

## Assign or change the system password using the HP Embedded Web Server

Assign an administrator password for access to the printer and the HP Embedded Web Server so that unauthorized users cannot change the printer settings.

1. Open the HP Embedded Web Server (EWS):
  - a. On the printer control panel, press the **OK** button. Open the **Network Setup** menu, and then select **Show IP Address** to display the IP address or host name.
  - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a message indicating that accessing the Web site might not be safe, select the option to continue to the Web site. Accessing this Web site will not harm the computer.

2. On the **System** tab, click the **Administration** link in the left navigation pane.
3. In the area labeled **Product Security**, enter the password in the **Password** field.
4. Re-enter the password in the **Confirm Password** field.
5. Click the **Apply** button.

 **NOTE:** Make note of the password and store it in a safe place.

## Lock the formatter

The formatter has a slot that you can use to attach a security cable. Locking the formatter prevents someone from removing valuable components from it.

# Energy-conservation settings

- [Introduction](#)
- [Print with EconoMode](#)
- [Set the Auto Power Down delay and configure the printer to use 1 watt or less of power](#)
- [Set the Delay Shut Down setting](#)

## Introduction

The printer includes several economy features to conserve energy and supplies.

## Print with EconoMode

This printer has an EconoMode option for printing drafts of documents. Using EconoMode can use less toner. However, using EconoMode can also reduce print quality.

HP does not recommend the full-time use of EconoMode. If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge.

---

 **NOTE:** If this option is not available in your print driver, you can set it using the HP Embedded Web Server.

---

1. From the software program, select the **Print** option.
2. Select the printer, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab.
4. Click the **EconoMode** check box.

## Set the Auto Power Down delay and configure the printer to use 1 watt or less of power

Use the control panel menus to set the amount of time before the printer shuts down.

---

 **NOTE:** After the printer shuts down, the power consumption is 1 watt or less.

---

Complete the following procedure to change the Shut Down After Delay setting:

1. On the printer control panel, press the **OK** button.
2. Open the following menus:
  - **System Setup**
  - **Energy Settings**
  - **Shut Down After**
3. Select the time for the Shut Down After delay.

---

 **NOTE:** The default value is **4 hours**.

---

## Set the Delay Shut Down setting

Use the control panel menus to select whether or not the printer delays shutting down after the power button is pressed.

Complete the following procedure to change the Delay Shut Down setting:

1. On the printer control panel, touch the **OK** button.
2. Open the following menus:
  - **System Setup**
  - **Energy Settings**
  - **Delay Shut Down**
3. Select one of the delay options:
  - **No Delay:** The printer shuts down after a period of inactivity determined by the Shut Down After setting.
  - **When Ports Are Active:** When this option is selected the printer will not shut down unless all ports are inactive. An active network link or fax connection will prevent the printer from shutting down.

## HP Web Jetadmin

HP Web Jetadmin is an award-winning, industry-leading tool for efficiently managing a wide variety of networked HP products, including printers, multifunction printers, and digital senders. This single solution allows you to remotely install, monitor, maintain, troubleshoot, and secure your printing and imaging environment — ultimately increasing business productivity by helping you save time, control costs, and protect your investment.

HP Web Jetadmin upgrades are periodically made available to provide support for specific product features. Go to [www.hp.com/go/webjetadmin](http://www.hp.com/go/webjetadmin) for more information.

# Update the firmware

HP offers periodic printer updates, new Web Services apps, and new features to existing Web Services apps. Follow these steps to update the printer firmware for a single printer. When you update the firmware, Web Service apps will update automatically.

There are two supported methods to perform a firmware update on this printer. Use only one of the following methods to update the printer firmware.

## Method one: Update the firmware using the control panel

Use these steps to load the firmware from the control panel (for network-connected printers only), and/or set the printer to automatically load future firmware updates. For USB-connected printers, skip to method two.

1. Make sure the printer is connected to a wired (Ethernet) or wireless network with an active Internet connection.



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**NOTE:** The printer must be connected to the internet to update the firmware via a network connection.

---

2. On the printer control panel, press the **OK** button to open the **Setup** menu.
3. Scroll to and open the **Service** menu, and then open the **LaserJet Update** menu.



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**NOTE:** If the **LaserJet Update** option is not listed, use method two.

---

4. Select **Check for Update** to check for updates.



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**NOTE:** The printer automatically checks for an update, and if a newer version is detected, the update process automatically starts.

---

5. Set the printer to automatically update the firmware when updates become available.

On the printer control panel, press the **OK** button to open the **Setup** menu.

Scroll to and open the **Service** menu, open the **LaserJet Update** menu, and then select the **Manage Updates** menu.

Set the **Allow Updates** option to **YES**, and then set the **Automatic Check** option to **ON**.

## Method two: Update the firmware using the Firmware Update Utility

Use these steps to manually download and install the Firmware Update Utility from HP.com.



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**NOTE:** This method is the only firmware update option available for printers connected to the computer via a USB cable. It also works for printers connected to a network.

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**NOTE:** You must have a print driver installed in order to use this method.

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1. Go to [www.hp.com/go/support](http://www.hp.com/go/support), click the **Drivers & Software** link, type the printer name in the search field, press the **ENTER** button, and then select the printer from the list of search results.
2. Select the operating system.
3. Under the **Firmware** section, locate the **Firmware Update Utility**.

4. Click **Download**, click **Run**, and then click **Run** again.
5. When the utility launches, select the printer from the drop-down list, and then click **Send Firmware**.



**NOTE:** To print a configuration page to verify the installed firmware version before or after the update process, click **Print Config**.

---

6. Follow the on-screen instructions to complete the installation, and then click the **Exit** button to close the utility.

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## 6 Solve problems

- [Customer support](#)
- [Restore the factory-set defaults](#)
- [A “Cartridge is low” or “Cartridge is very low” message displays on the printer control panel](#)
- [Printer does not pick up paper or misfeeds](#)
- [Clear paper jams](#)
- [Improve print quality](#)
- [Solve wired network problems](#)

### For more information:

The following information is correct at the time of publication. For current information, see [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

## Customer support

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Get telephone support for your country/region	Country/region phone numbers are on the flyer that was in the box with the printer or at <a href="http://www.hp.com/support/">www.hp.com/support/</a> .
Have the printer name, serial number, date of purchase, and problem description ready	
Get 24-hour Internet support, and download software utilities and drivers	<a href="http://www.hp.com/support/ljM501">www.hp.com/support/ljM501</a>
Order additional HP service or maintenance agreements	<a href="http://www.hp.com/go/carepack">www.hp.com/go/carepack</a>
Register the printer	<a href="http://www.register.hp.com">www.register.hp.com</a>

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## Restore the factory-set defaults

Restoring the factory-set defaults returns all of the printer and network settings to the factory defaults. It will not reset the page count, or tray size. To restore the printer to the factory-default settings, follow these steps.

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 **CAUTION:** Restoring the factory-set defaults returns all of the settings to the factory defaults, and it also deletes any pages that are stored in the memory.

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1. On the printer control panel, press the **OK** button.
2. Select **Service**.
3. Select the **Restore Defaults** option, and then press the **OK** button.

The printer automatically restarts.

# A “Cartridge is low” or “Cartridge is very low” message displays on the printer control panel

**Cartridge is low:** The printer indicates when a toner cartridge level is low. Actual toner cartridge life remaining may vary. Consider having a replacement available to install when print quality is no longer acceptable. The toner cartridge does not need to be replaced now.

**Cartridge is very low:** The printer indicates when the toner cartridge level is very low. Actual toner cartridge life remaining may vary. Consider having a replacement available to install when print quality is no longer acceptable. The toner cartridge does not need to be replaced now unless the print quality is no longer acceptable.

Once an HP toner cartridge has reached **Very Low**, HP’s Premium Protection Warranty on that toner cartridge has ended.

## Change the “Very Low” settings

You can change the way the printer reacts when supplies reach the Very Low state. You do not have to re-establish these settings when you install a new toner cartridge.

1. On the printer control panel, press the **OK** button.
2. Open the following menus:
  - **System Setup**
  - **Supply Settings**
  - **Black Cartridge** or **Color Cartridges**
  - **Very Low Setting**
3. Select one of the following options:
  - Select the **Continue** option to set the printer to alert you that the toner cartridge is very low, but to continue printing.
  - Select the **Stop** option to set the printer to stop printing until you replace the toner cartridge.
  - Select the **Prompt** option to set the printer to stop printing and prompt you to replace the toner cartridge. You can acknowledge the prompt and continue printing. A customer configurable option on this printer is "Prompt to Remind Me in 100 pages, 200 pages, 300 pages, 400 pages, or never." This option is provided as a customer convenience and is not an indication these pages will have acceptable print quality.

## Order supplies

Order supplies and paper	<a href="http://www.hp.com/go/suresupply">www.hp.com/go/suresupply</a>
Order through service or support providers	Contact an HP-authorized service or support provider.
Order using the HP Embedded Web Server (EWS)	To access, in a supported Web browser on your computer, enter the printer IP address or host name in the address/URL field. The EWS contains a link to the HP SureSupply Web site, which provides options for purchasing Original HP supplies.

# Printer does not pick up paper or misfeeds

## Introduction

The following solutions can help solve problems if the printer is not picking up paper from the tray or is picking up multiple sheets of paper at one time. Either of these situations can result in paper jams.

- [The printer does not pick up paper](#)
- [The printer picks up multiple sheets of paper](#)

## The printer does not pick up paper

If the printer does not pick up paper from the tray, try these solutions.

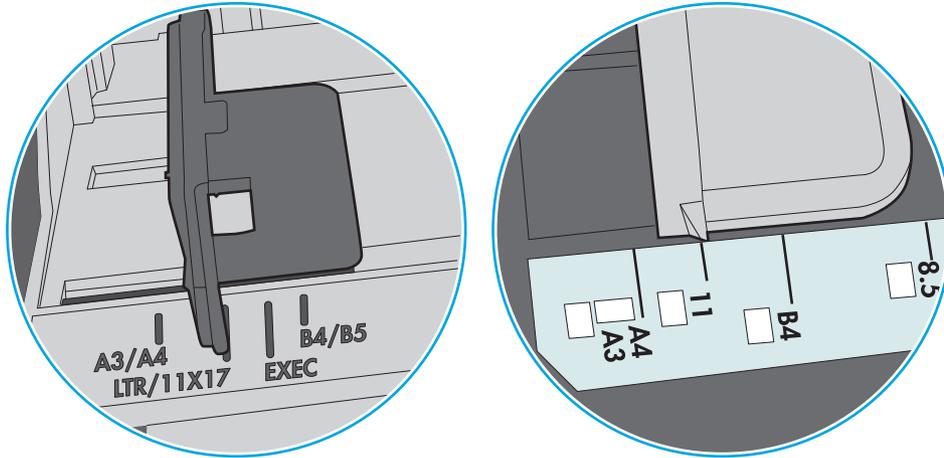
1. Open the printer and remove any jammed sheets of paper. Verify that no torn remnants of paper remain inside the printer.
2. Load the tray with the correct size of paper for the job.
3. Make sure the paper size and type are set correctly on the printer control panel.

4. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray. The arrow on the tray guide should line up exactly with the marking on the tray.

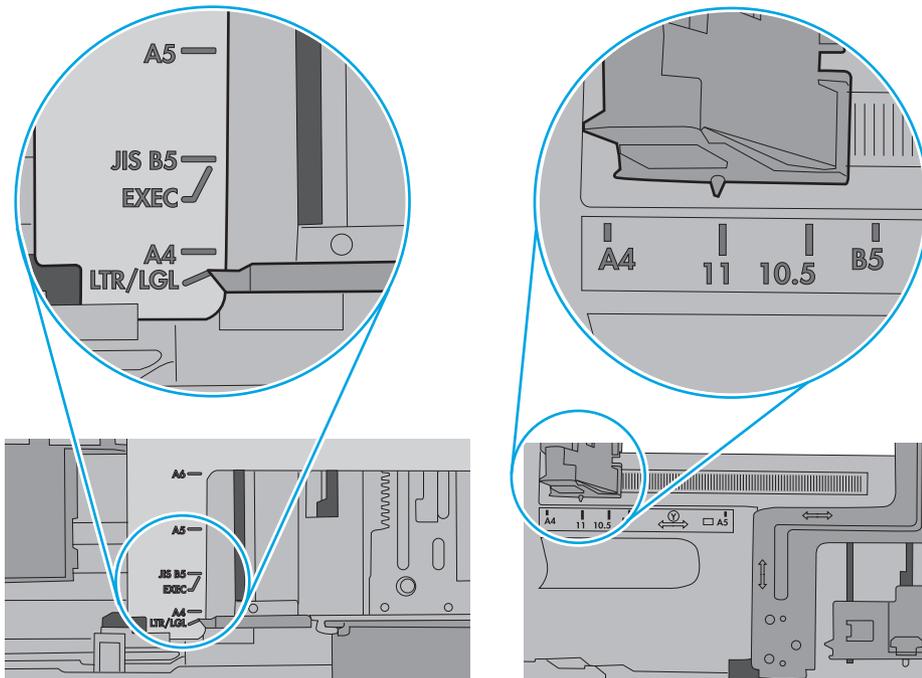
 **NOTE:** Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

The following images show examples of the paper-size indentations in the trays for various printers. Most HP printers have markings similar to these.

**Figure 6-1** Size markings for Tray 1 or the multipurpose tray



**Figure 6-2** Size markings for cassette trays

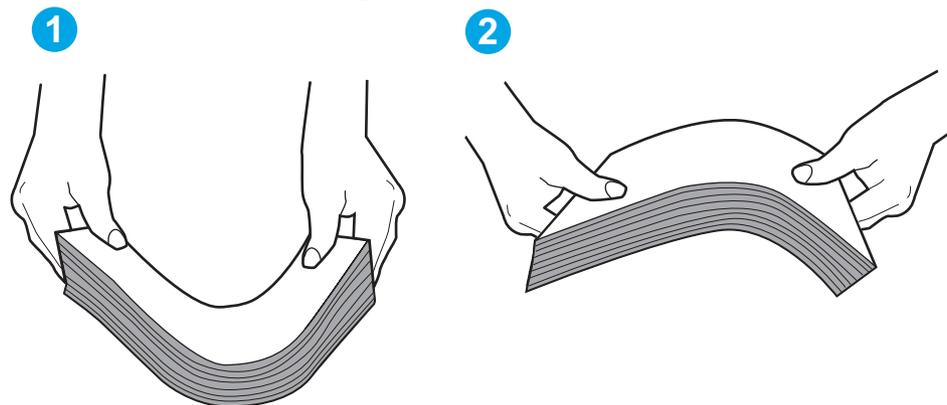


5. Verify that the humidity in the room is within specifications for this printer and that paper is being stored in unopened packages. Most reams of paper are sold in moisture-proof wrapping to keep paper dry.

In high-humidity environments, paper at the top of the stack in the tray can absorb moisture, and it might have a wavy or uneven appearance. If this happens, remove the top 5 to 10 sheets of paper from the stack.

In low-humidity environments, excess static electricity can cause sheets of paper to stick together. If this happens, remove the paper from the tray, and flex the stack by holding it at each end and bringing the ends up to form a U shape. Then, rotate the ends down to reverse the U shape. Next, hold each side of the stack of paper, and repeat this process. This process releases individual sheets without introducing static electricity. Straighten the paper stack against a table before returning it to the tray.

**Figure 6-3** Technique for flexing the paper stack

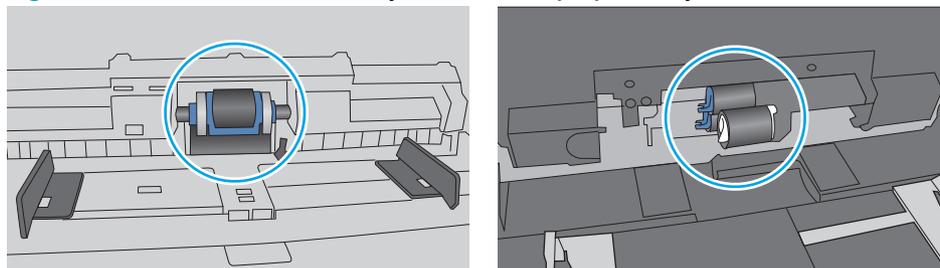


6. Check the printer control panel to see if it is displaying a prompt to feed the paper manually. Load paper, and continue.
7. The rollers above the tray might be contaminated. Clean the rollers with a lint-free cloth dampened with warm water. Use distilled water, if it is available.

**CAUTION:** Do not spray water directly on to the printer. Instead, spray water on the cloth or dab the cloth in water and wring it out before cleaning the rollers.

The following image shows examples of the roller location for various printers.

**Figure 6-4** Roller locations for Tray 1 or the multipurpose tray



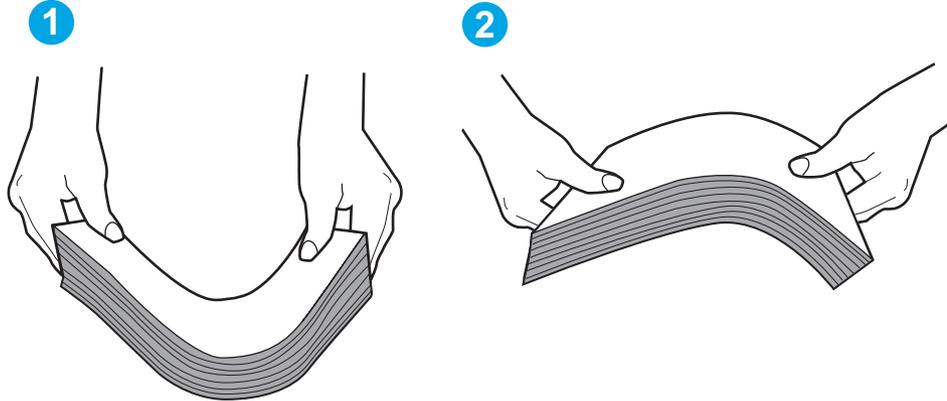
## The printer picks up multiple sheets of paper

If the printer picks up multiple sheets of paper from the tray, try these solutions.

1. Remove the stack of paper from the tray and flex it, rotate it 180 degrees, and flip it over. *Do not fan the paper.* Return the stack of paper to the tray.

 **NOTE:** Fanning the paper introduces static electricity. Instead of fanning the paper, flex the stack by holding it at each end and bringing the ends up to form a U shape. Then, rotate the ends down to reverse the U shape. Next, hold each side of the stack of paper, and repeat this process. This process releases individual sheets without introducing static electricity. Straighten the paper stack against a table before returning it to the tray.

**Figure 6-5** Technique for flexing the paper stack



2. Use only paper that meets HP specifications for this printer.
3. Verify that the humidity in the room is within specifications for this printer, and that paper is being stored in unopened packages. Most reams of paper are sold in moisture-proof wrapping to keep paper dry.

In high-humidity environments, paper at the top of the stack in the tray can absorb moisture, and it might have a wavy or uneven appearance. If this happens, remove the top 5 to 10 sheets of paper from the stack.

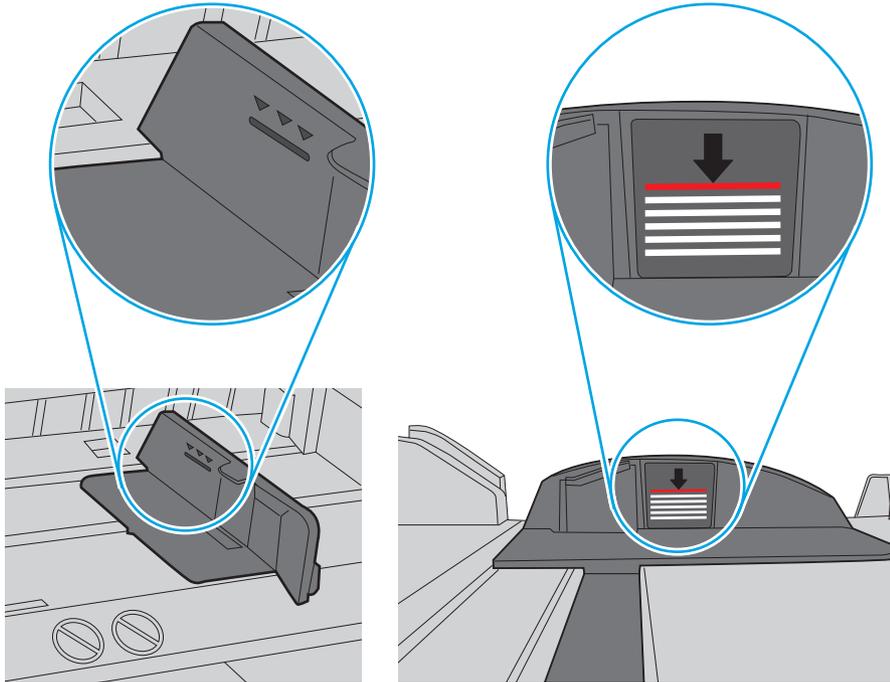
In low-humidity environments, excess static electricity can cause sheets of paper to stick together. If this happens, remove the paper from the tray, and flex the stack as described above.

4. Use paper that is not wrinkled, folded, or damaged. If necessary, use paper from a different package.

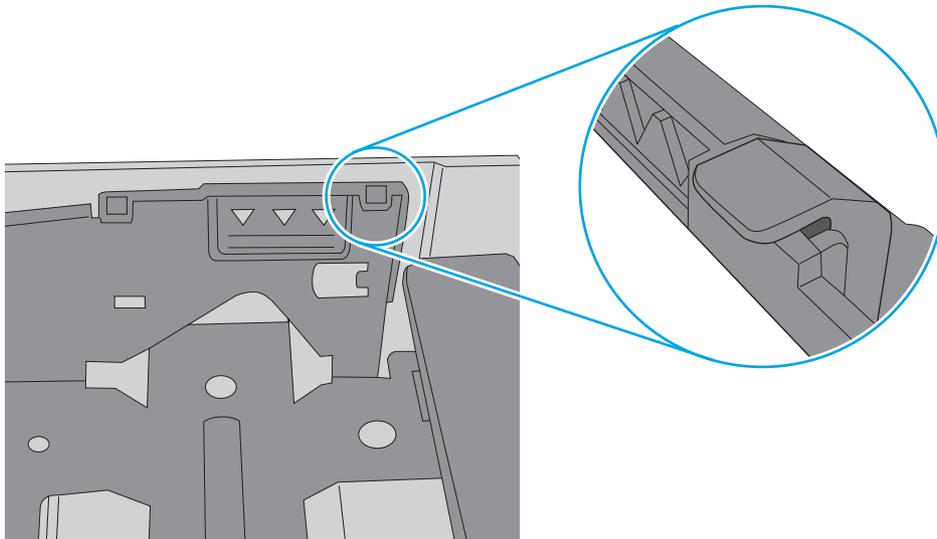
5. Make sure the tray is not overfilled by checking the stack-height markings inside the tray. If it is overfilled, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.

The following images show examples of the stack-height markings in the trays for various printers. Most HP printers have markings similar to these. Also make sure that all sheets of paper are below the tabs near the stack-height marks. These tabs help hold the paper in the correct position as it enters the printer.

**Figure 6-6** Stack-height markings



**Figure 6-7** Tab for the paper stack

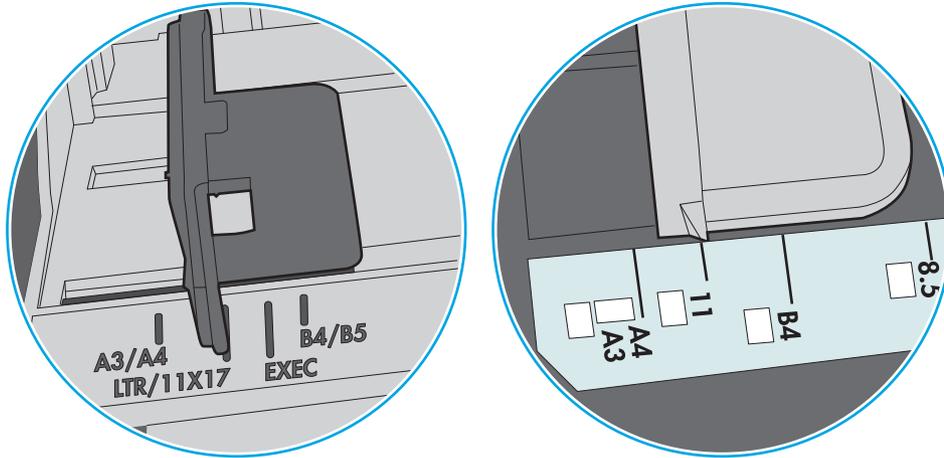


6. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray. The arrow on the tray guide should line up exactly with the marking on the tray.

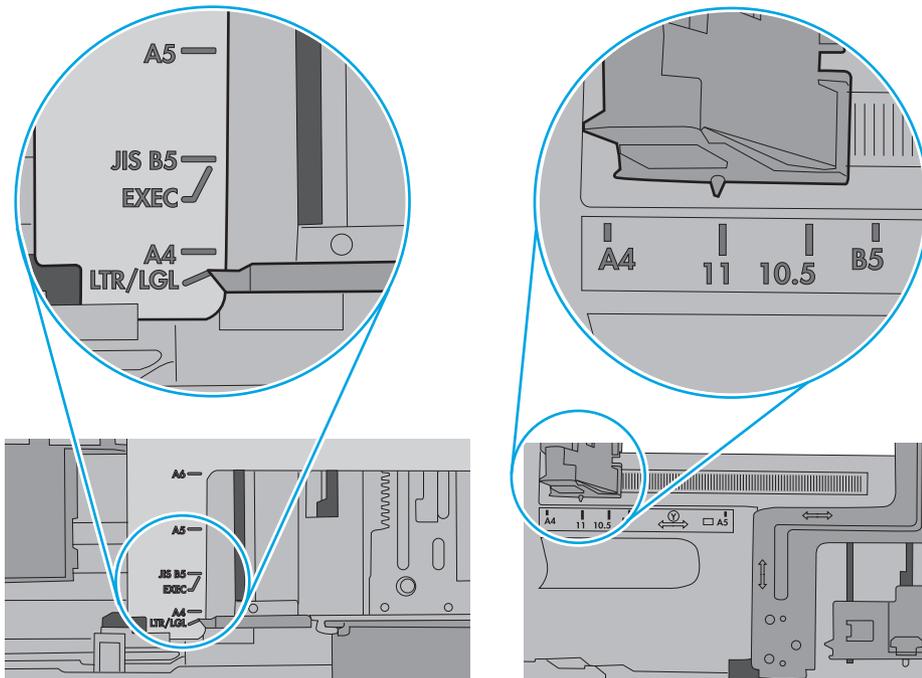
 **NOTE:** Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

The following images show examples of the paper-size indentations in the trays for various printers. Most HP printers have markings similar to these.

**Figure 6-8** Size markings for Tray 1 or the multipurpose tray



**Figure 6-9** Size markings for cassette trays



7. Make sure the printing environment is within recommended specifications.

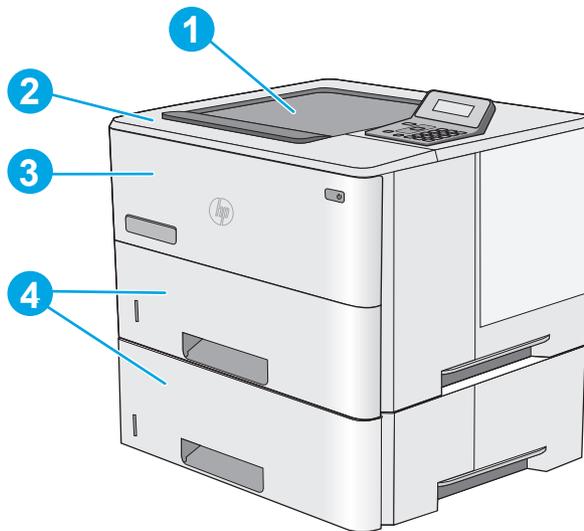
# Clear paper jams

## Introduction

The following information includes instructions for clearing paper jams from the printer.

- [Jam locations](#)
- [Experiencing frequent or recurring paper jams?](#)
- [Clear paper jams in Tray 1](#)
- [Clear paper jams in Tray 2 and the 550-sheet tray](#)
- [Clear paper jams in the toner-cartridge area](#)
- [Clear paper jams in the rear door and the fuser area \(M501n models\)](#)
- [Clear paper jams in the output bin](#)
- [Clear paper jams in the duplexer \(M501dn models\)](#)

## Jam locations



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1	Output bin
2	Top cover and toner-cartridge area
3	Tray 1
4	Tray 2 and the optional 1 x 550-sheet feeder

**NOTE:** **M501dn models:** Remove Tray 2 to access jams in the duplexer.

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## Experiencing frequent or recurring paper jams?

Follow these steps to solve problems with frequent paper jams. If the first step does not resolve the problem continue with the next step until you have resolved the problem.

1. If paper has jammed in the printer, clear the jam and then print a configuration page to test the printer.
2. Check that the tray is configured for the correct paper size and type on the printer control panel. Adjust paper settings if necessary.
  - a. On the printer control panel, press the **OK** button.
  - b. Open the following menus:
    - **System Setup**
    - **Paper Setup**
  - c. Select the tray from the list.
  - d. Select **Paper Type** and then select the type of paper that is in the tray.
  - e. Select **Paper Size** and then select the size of paper that is in the tray.
3. Turn the printer off, wait 30 seconds, and then turn it on again.
4. Print a cleaning page to remove excess toner from inside the printer.
  - a. On the printer control panel, press the **OK** button.
  - b. Open the following menus:
    - **Service**
    - **Cleaning Page**
  - c. Load plain letter or A4 paper when you are prompted, and then press the **OK** button.

A **Cleaning** message displays on the printer control panel. Wait until the process is complete. Discard the page that prints.
5. Print a configuration page to test the printer.
  - a. On the printer control panel, press the **OK** button.
  - b. Open the **Reports** menu.
  - c. Select **Configuration Report**.

If none of these steps resolves the problem, the printer might need service. Contact HP customer support.

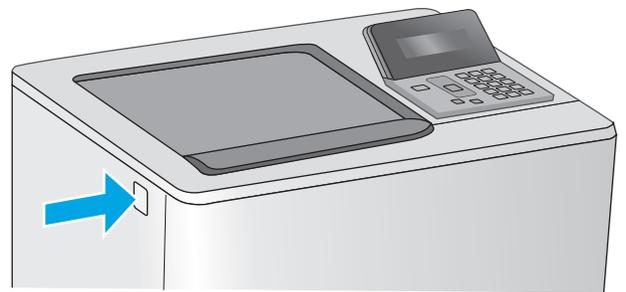
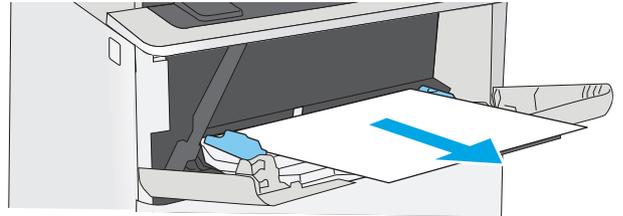
## Clear paper jams in Tray 1

Use the following procedure to clear paper jams in Tray 1. When a jam occurs, the control panel displays an error message that assists in clearing the jam.

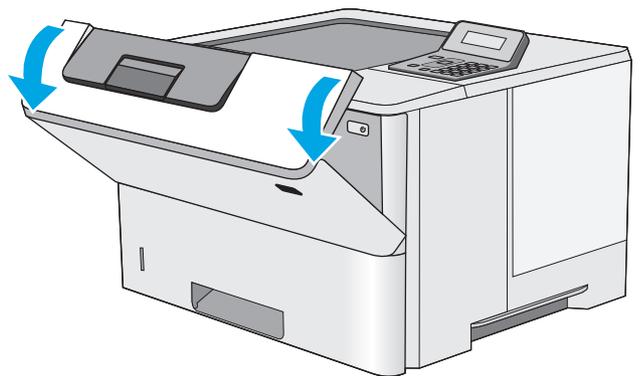
1. If most of the sheet of paper is visible in the tray, slowly pull the jammed paper out of the printer. Make sure that the entire sheet is removed. If it tears, continue with the following steps to find the remnants.

If most of the sheet of paper has been pulled inside the printer, continue with the following steps.

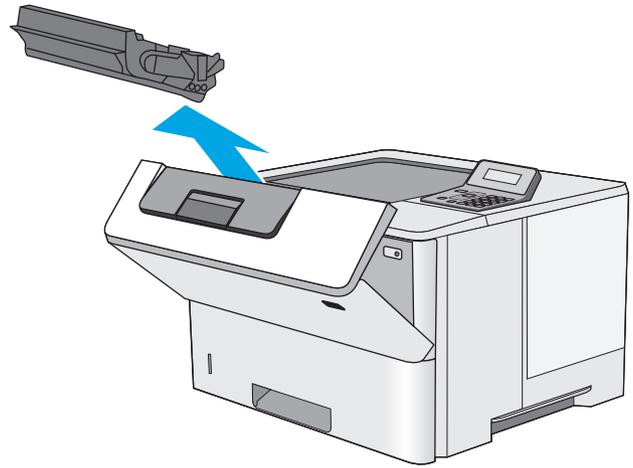
2. Press the top-cover-release button on the left side of the printer.



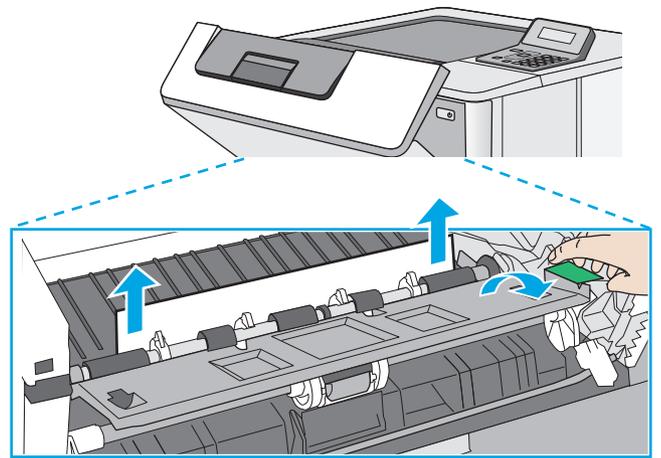
3. Open the front door.



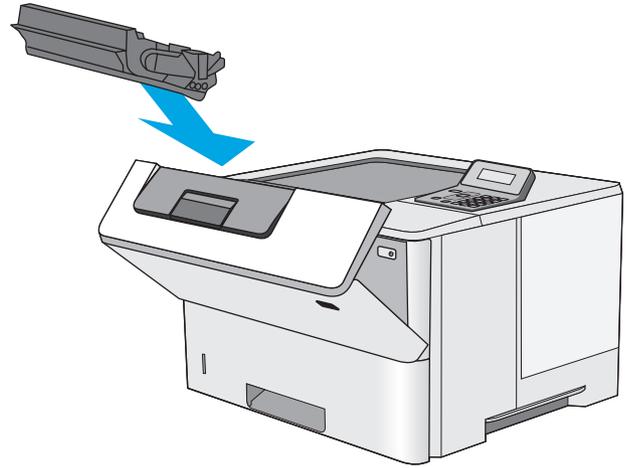
4. Remove the toner cartridge.



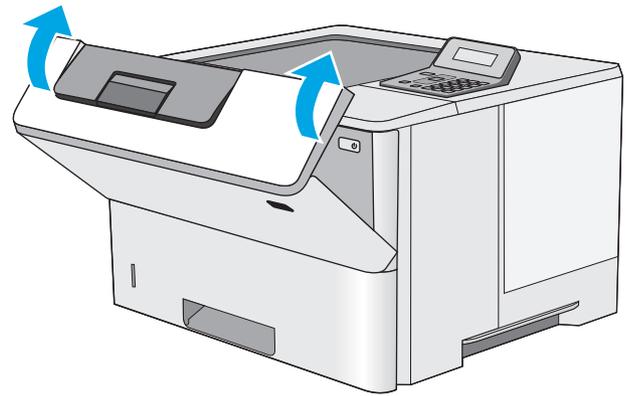
5. Lift the jam-access cover and slowly remove any jammed paper. Be careful not to tear the paper.



6. Reinsert the toner cartridge.



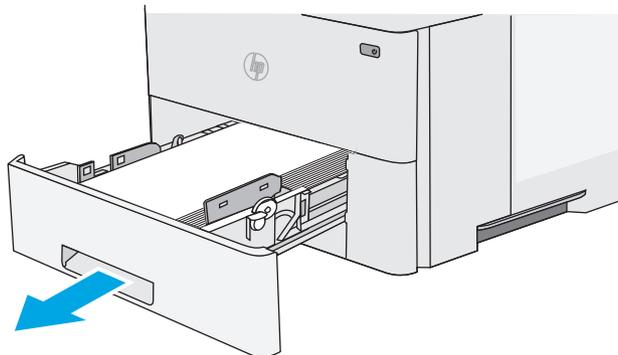
7. Close the front door.



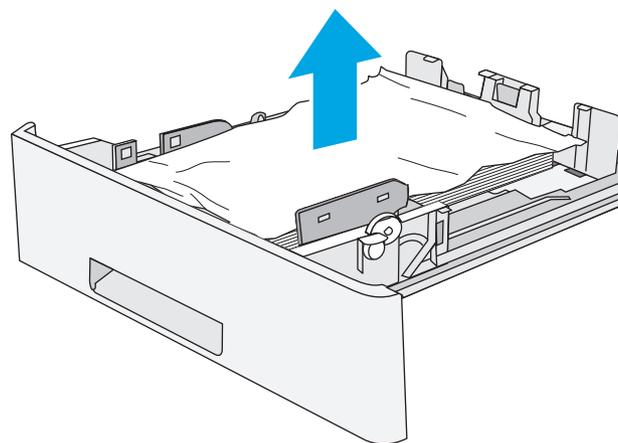
## Clear paper jams in Tray 2 and the 550-sheet tray

Use the following procedure to check for paper in all possible jam locations related to Tray 2 and the 550-sheet tray. When a jam occurs, the control panel displays an error message that assists in clearing the jam.

1. Remove the tray from the printer.

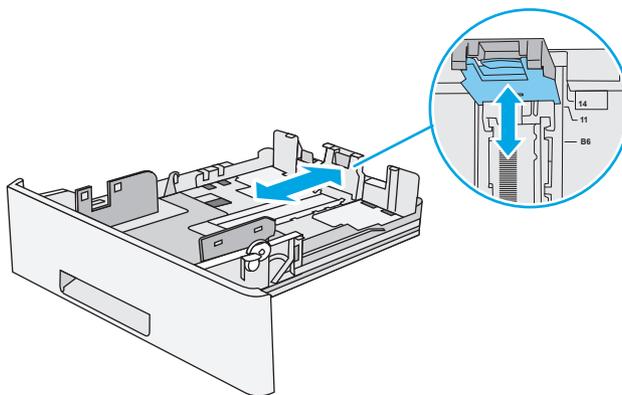


2. Remove the paper from the tray, and discard any damaged paper.

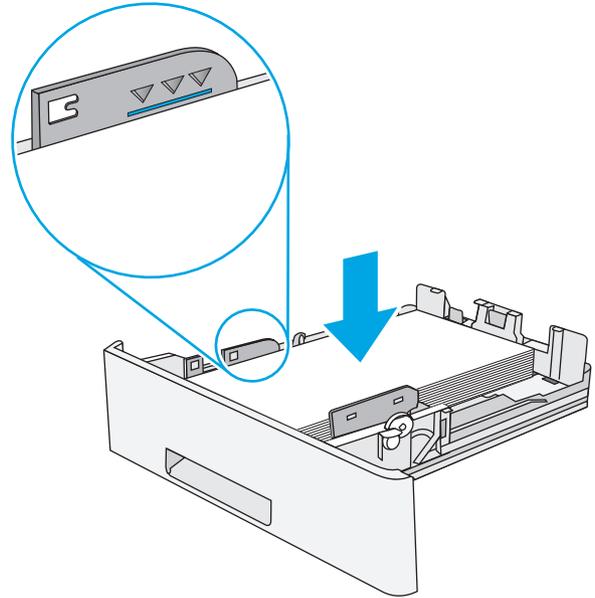


3. Verify that the rear paper guide is adjusted to the indentation for the correct paper size. If necessary, pinch the release and move the rear paper guide to the correct position. It should click into place.

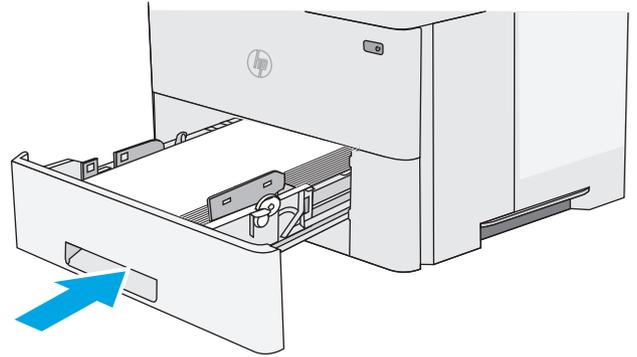
**NOTE:** When the tray is extended, the paper size indicator changes from "A4" to "14".



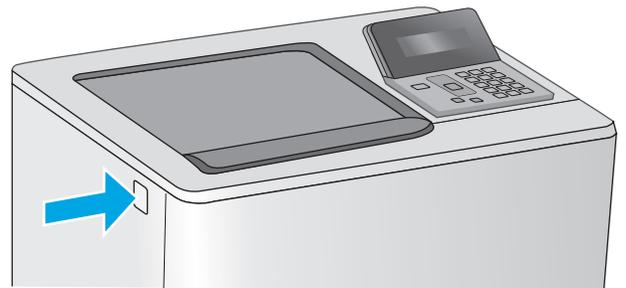
4. Load the paper into the tray. Make sure that the stack is flat at all four corners and that the top of the stack is below the maximum-height indicators.



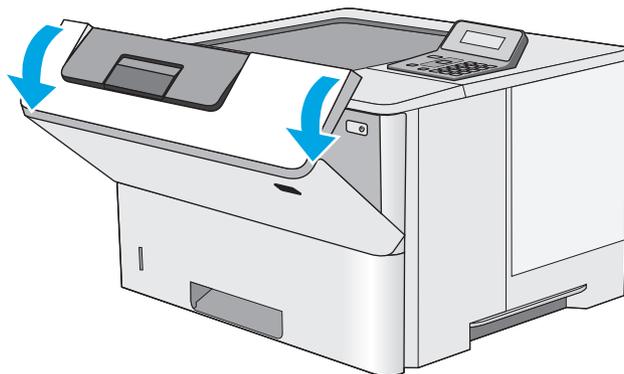
5. Reinsert and close the tray.



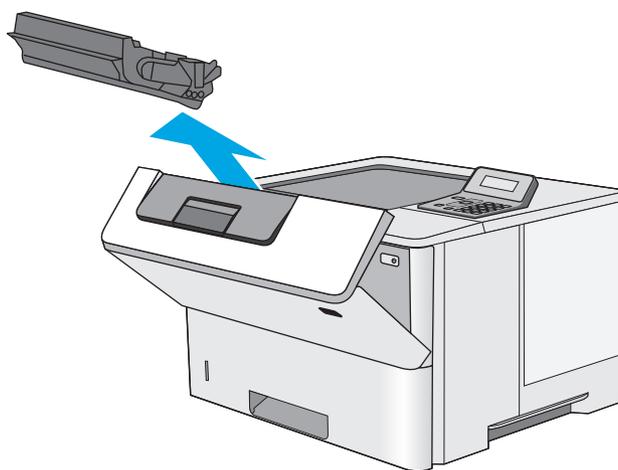
6. Press the top-cover-release button on the left side of the printer.



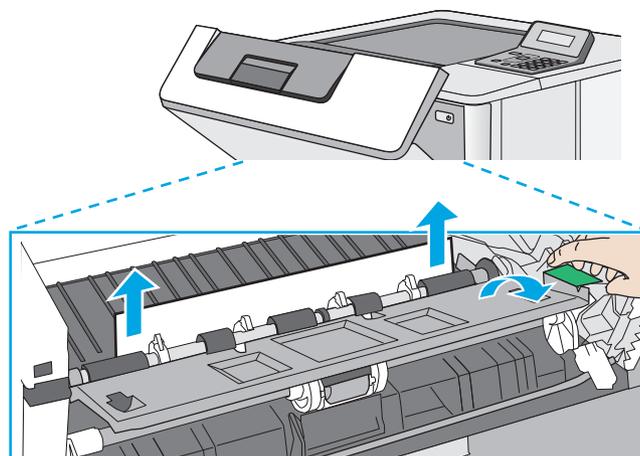
7. Open the front door.



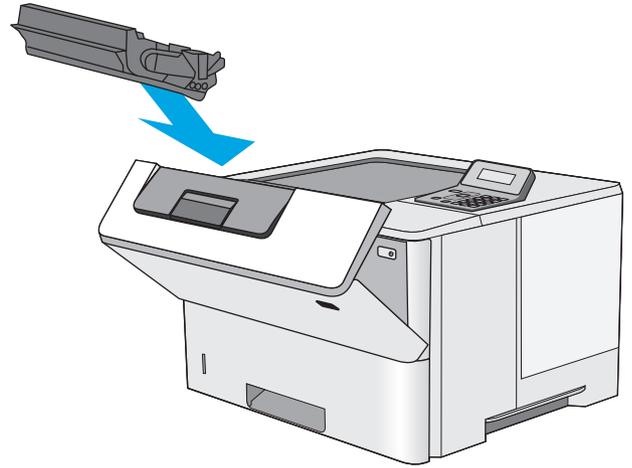
8. Remove the toner cartridge.



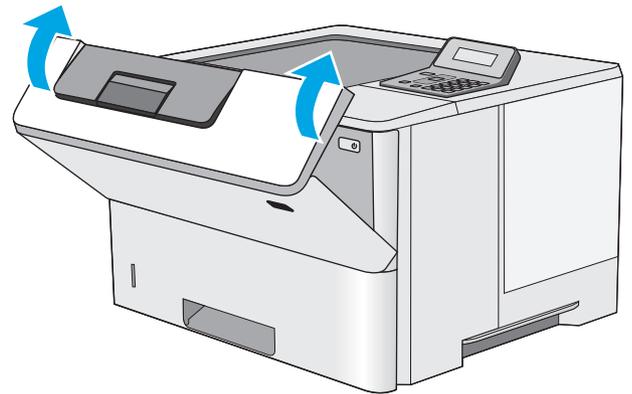
9. Lift the jam-access cover and slowly remove any jammed paper. Be careful not to tear the paper.



**10.** Reinsert the toner cartridge.



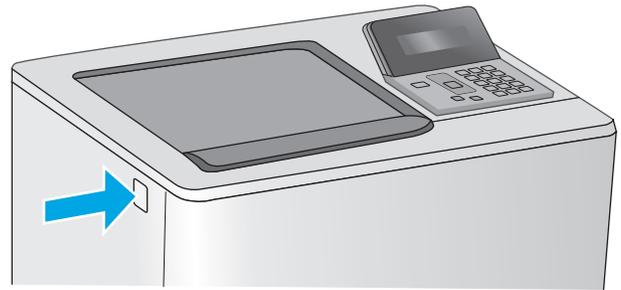
**11.** Close the front door.



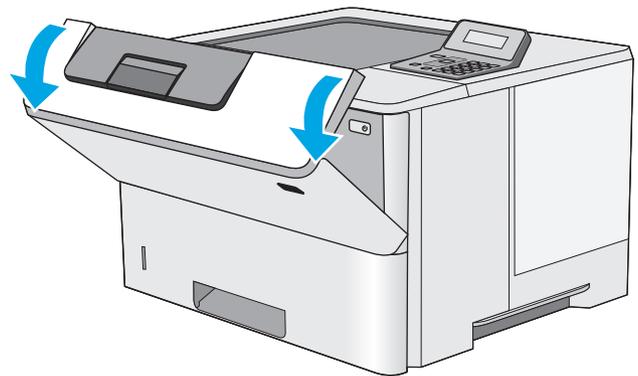
## Clear paper jams in the toner-cartridge area

Use the following procedure to check for paper in all possible jam locations in the toner-cartridge area. When a jam occurs, the control panel displays an error message that assists in clearing the jam.

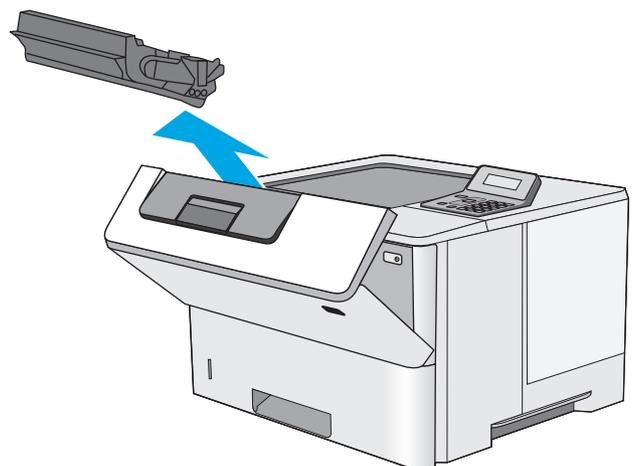
1. Press the top-cover-release button on the left side of the printer.



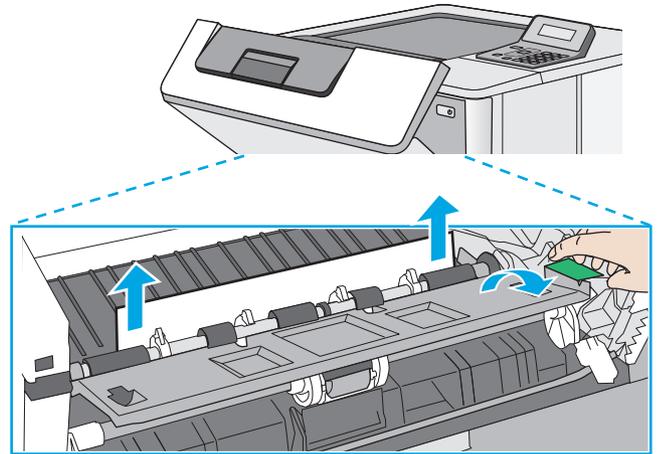
2. Open the front door.



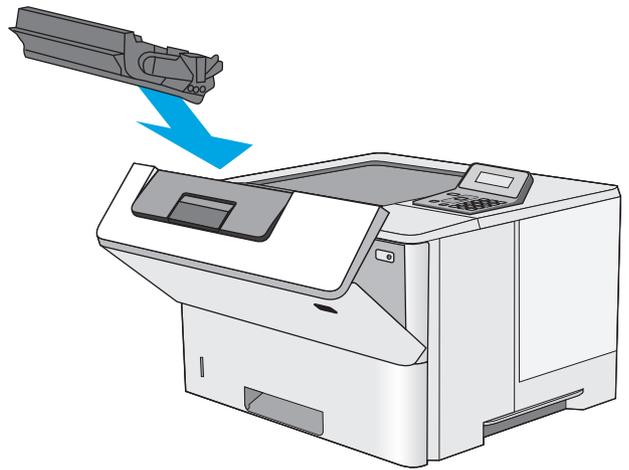
3. Remove the toner cartridge.



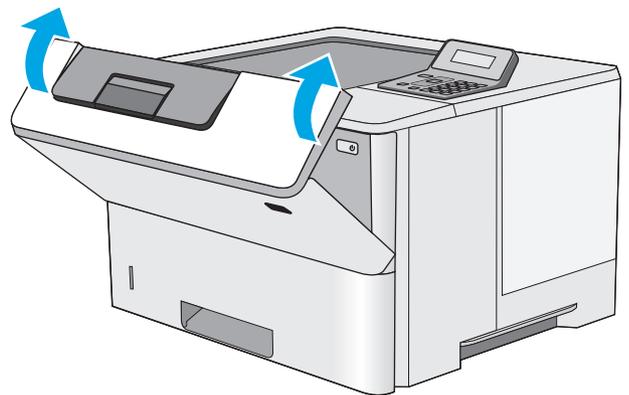
4. Lift the jam-access cover and slowly remove any jammed paper. Be careful not to tear the paper.



5. Reinsert the toner cartridge.



6. Close the front door.

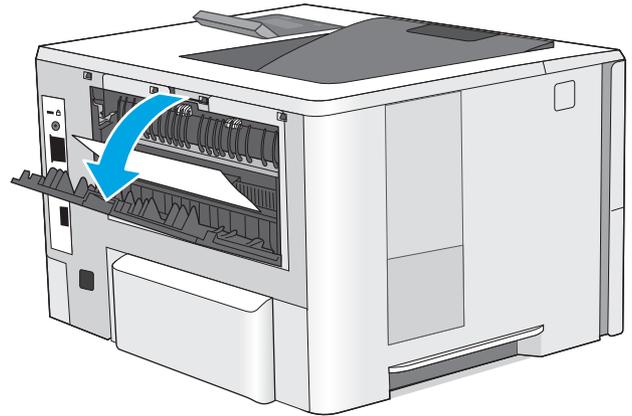


## Clear paper jams in the rear door and the fuser area (M501n models)

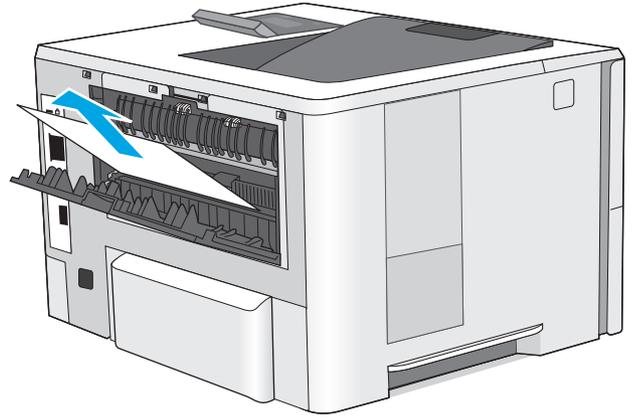
Use the following procedure to clear paper jams in the rear door and fuser area. When a jam occurs, the control panel displays an error message that assists in clearing the jam.

 **NOTE:** The fuser is hot while the printer is in use. Wait for the fuser to cool before clearing jams.

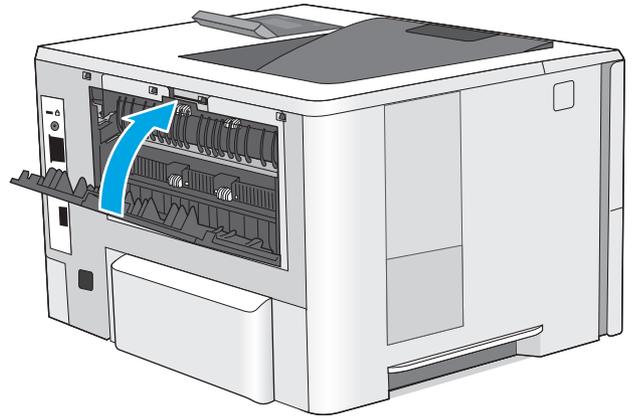
1. Open the rear door.



2. Remove any jammed paper.



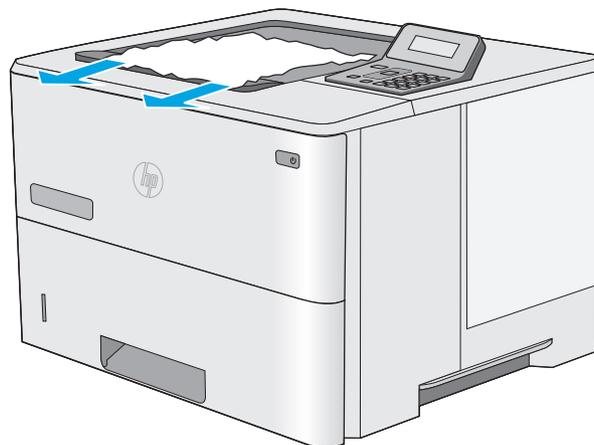
3. Close the rear door.



## Clear paper jams in the output bin

Use the following procedure to check for paper in all possible jam locations in the output bin. When a jam occurs, the control panel displays an error message that assists in clearing the jam.

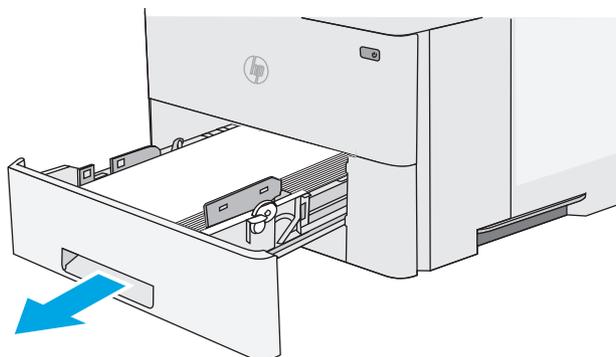
1. If paper is visible in the output bin, grasp the leading edge and remove it.



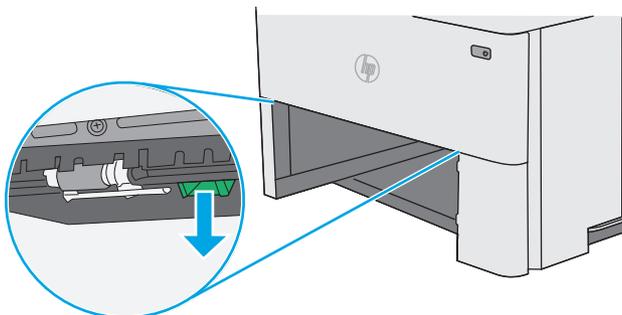
## Clear paper jams in the duplexer (M501dn models)

Use the following procedure to check for paper in all possible jam locations in the automatic duplexer. When a jam occurs, the control panel displays an error message that assists in clearing the jam.

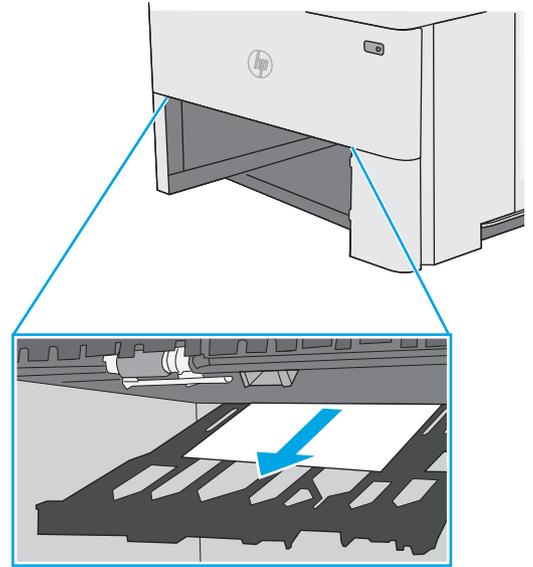
1. Remove Tray 2 from the printer.



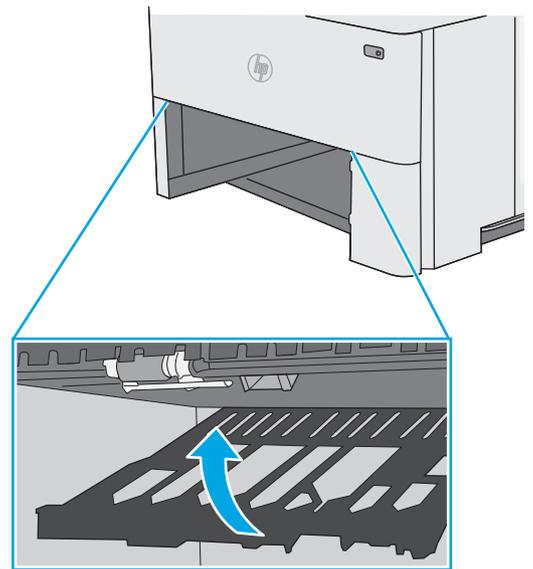
2. Pull forward on the green tab inside the tray area to release the duplex pan.



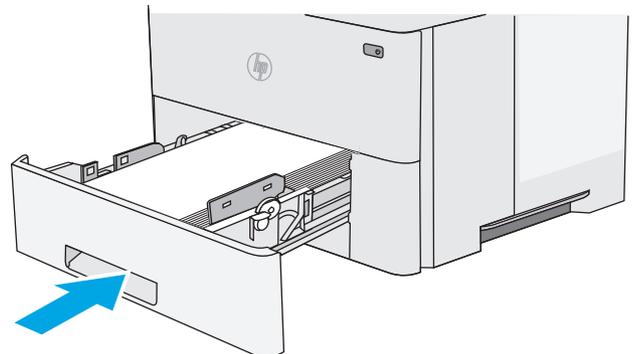
3. Remove any jammed paper.



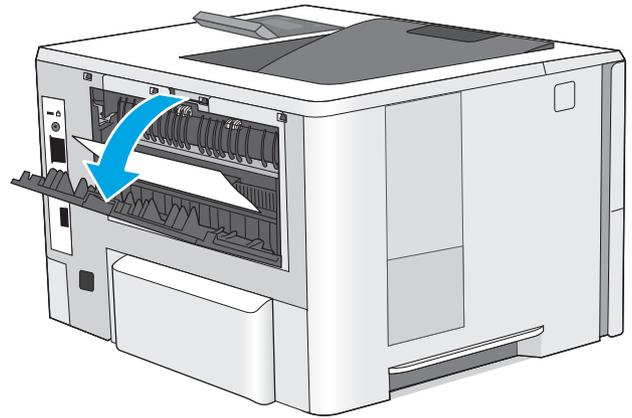
4. Close the duplex pan.



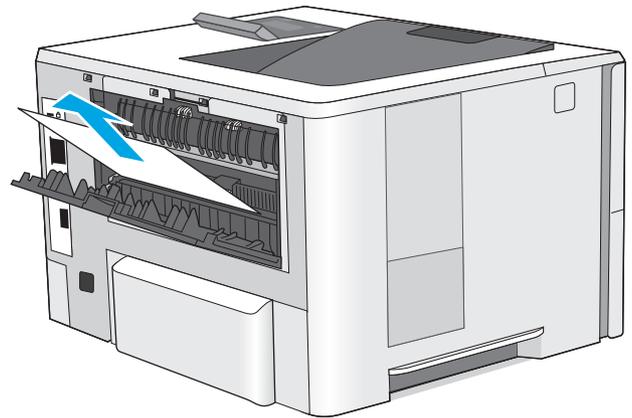
5. Reinsert and close the tray.



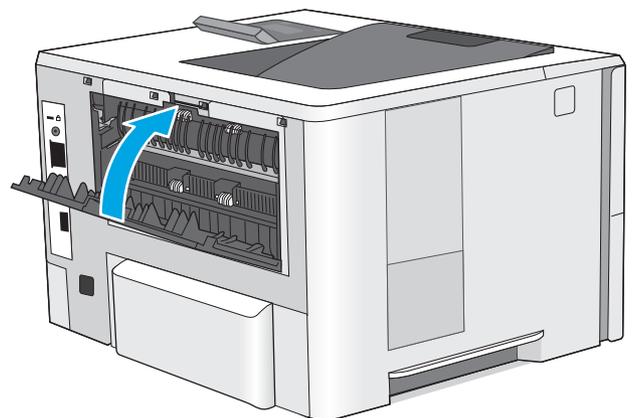
6. Open the rear door.



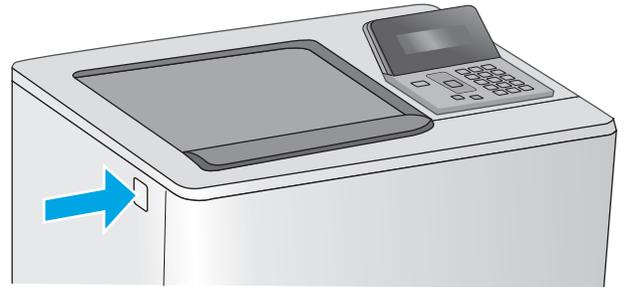
7. Remove any jammed paper.



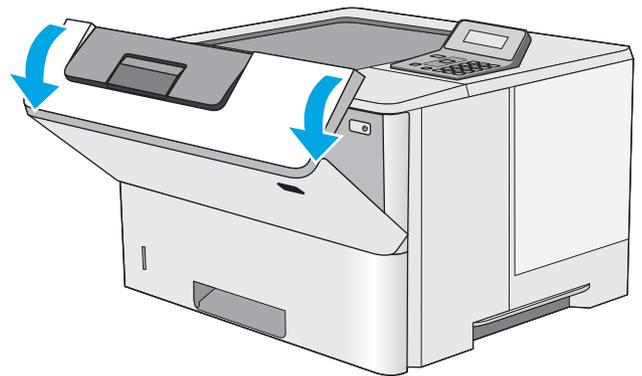
8. Close the rear door.



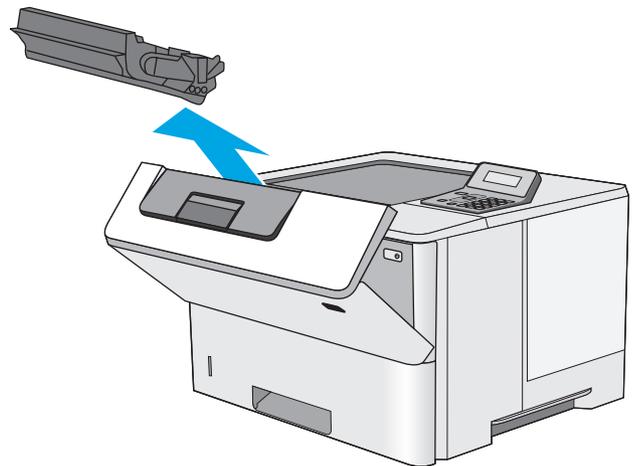
9. Press the top-cover-release button on the left side of the printer.



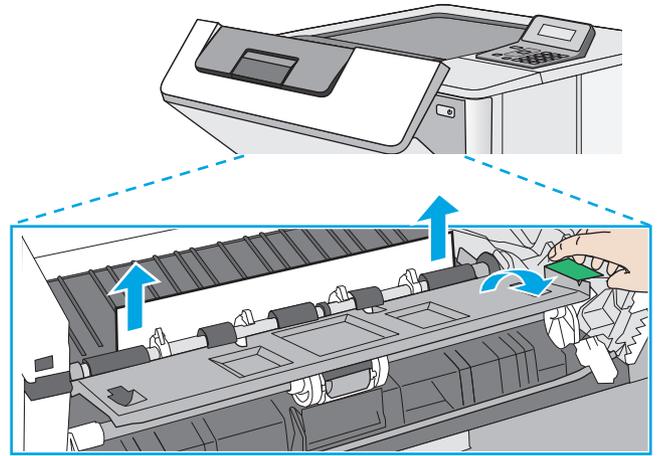
10. Open the front door.



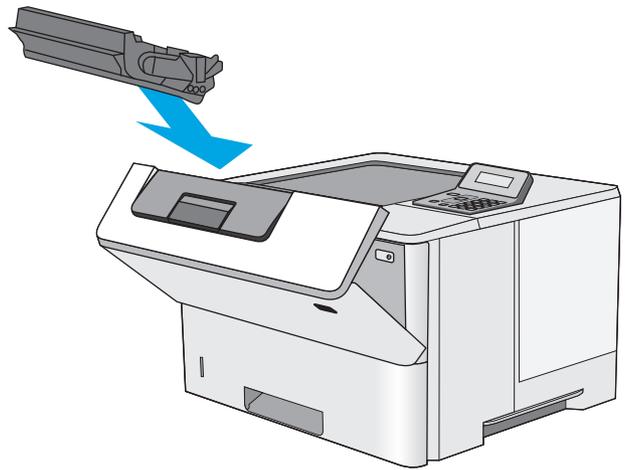
11. Remove the toner cartridge.



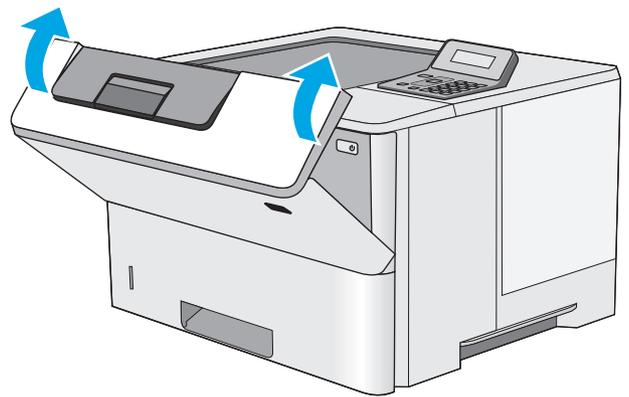
12. Lift the jam-access cover and slowly remove any jammed paper. Be careful not to tear the paper.



13. Reinsert the toner cartridge.



14. Close the front door.



# Improve print quality

## Introduction

- [Print from a different software program](#)
- [Check the paper-type setting for the print job](#)
- [Check the toner-cartridge status](#)
- [Clean the printer](#)
- [Visually inspect the toner cartridge](#)
- [Check paper and the printing environment](#)
- [Check the EconoMode settings](#)
- [Try a different print driver](#)

If the printer is having print-quality problems, try the following solutions in the order presented to resolve the issue.

## Print from a different software program

Try printing from a different software program. If the page prints correctly, the problem is with the software program from which you were printing.

## Check the paper-type setting for the print job

Check the paper type setting when printing from a software program and the printed pages have smears, fuzzy or dark print, curled paper, scattered dots of toner, loose toner, or small areas of missing toner.

### Check the paper type setting (Windows)

1. From the software program, select the **Print** option.
2. Select the printer, 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.
5. Expand the list of **Type is:** options.
6. Expand the category of paper types that best describes your paper.
7. Select the option for the type of paper you are using, and click the **OK** button.
8. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

### Check the paper type setting (OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the printer.

3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Finishing** menu.
4. Select a type from the **Media Type** drop-down list.
5. Click the **Print** button.

## Check the toner-cartridge status

Check the supplies status page for the following information:

- Estimated percentage of cartridge life remaining
- Approximate pages remaining
- Part numbers for HP toner cartridges
- Number of pages printed

Use the following procedure to print the supplies status page:

1. On the product control panel, press the **OK** button.
2. Scroll to the **Reports** menu, and then press the **OK** button.
3. Scroll to the **Supplies Status** option, and then press the **OK** button to print a report of the status of all supply items.
4. Check the percent of life remaining for the toner cartridge and if applicable, the status of other replaceable maintenance parts.

Print quality problems can occur when using a toner cartridge that is at its estimated end of life. The supplies status page indicates when a supply level is very low. After an HP supply has reached the very low threshold, HP's premium protection warranty on that supply has ended.

The toner cartridge does not need to be replaced now unless the print quality is no longer acceptable. Consider having a replacement available to install when print quality is no longer acceptable.

If you determine that you need to replace a toner cartridge or other replaceable maintenance parts, the supplies status page lists the genuine HP part numbers.

5. Check to see if you are using a genuine HP cartridge.

A genuine HP toner cartridge has the words "HP" on it, or has the HP logo on it. For more information on identifying HP cartridges go to [www.hp.com/go/learnaboutsupplies](http://www.hp.com/go/learnaboutsupplies).

HP cannot recommend the use of non-HP supplies, either new or remanufactured. Because they are not HP products, HP cannot influence their design or control their quality. If you are using a refilled or remanufactured toner cartridge and are not satisfied with the print quality, replace the toner cartridge with a genuine HP toner cartridge.

## Clean the printer

### Print a cleaning page

During the printing process paper, toner, and dust particles can accumulate inside the printer and can cause print-quality issues such as toner specks or spatter, smears, streaks, lines, or repeating marks.

Use the following procedure to print a cleaning page.

1. On the printer control panel, press the **OK** button.
2. Open the following menus:
  - **Service**
  - **Cleaning Page**
3. Load plain letter or A4 paper when you are prompted, and then press the **OK** button.

A **Cleaning** message displays on the printer control panel. Wait until the process is complete. Discard the page that prints.

### Visually inspect the toner cartridge

Follow these steps to inspect each toner cartridge.

1. Remove the toner cartridge from the printer.
2. Check the memory chip for damage.
3. Examine the surface of the green imaging drum.

---

 **CAUTION:** Do not touch the imaging drum. Fingerprints on the imaging drum can cause print-quality problems.

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4. If you see any scratches, fingerprints, or other damage on the imaging drum, replace the toner cartridge.
5. Reinstall the toner cartridge, and print a few pages to see if the problem has resolved.

## Check paper and the printing environment

### Step one: Use paper that meets HP specifications

Some print-quality problems arise from using paper that does not meet HP specifications.

- Always use a paper type and weight that this printer supports.
- Use paper that is of good quality and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, staples, and curled or bent edges.
- Use paper that has not been previously printed on.
- Use paper that does not contain metallic material, such as glitter.
- Use paper that is designed for use in laser printers. Do not use paper that is designed only for use in Inkjet printers.
- Use paper that is not too rough. Using smoother paper generally results in better print quality.

## Step two: Check the environment

The environment can directly affect print quality and is a common cause for print-quality or paper-feeding issues. Try the following solutions:

- Move the printer away from drafty locations, such as open windows or doors, or air-conditioning vents.
- Make sure the printer is not exposed to temperatures or humidity outside of printer specifications.
- Do not place the printer in a confined space, such as a cabinet.
- Place the printer on a sturdy, level surface.
- Remove anything that is blocking the vents on the printer. The printer requires good air flow on all sides, including the top.
- Protect the printer from airborne debris, dust, steam, grease, or other elements that can leave residue inside the printer.

## Step three: Set the individual tray alignment

Follow these steps when text or images are not centered or aligned correctly on the printed page when printing from specific trays.

1. On the printer control panel, press the **OK** button.
2. Open the following menus:
  - **System Setup**
  - **Print Quality**
  - **Adjust Alignment**
3. Scroll to and select the tray to adjust, and then press the **OK** button.
4. Scroll to and select one of the following options:
  - **X1 shift**
  - **X2 shift**
  - **Y shift**
5. Use the arrow keys and the **OK** button to adjust the alignment.
6. Repeat the previous two steps as necessary to adjust the alignment settings.
7. Press the **Back** ↵ button to return to the **Adjust Alignment** menu.
8. Scroll to and select **Print Test Page**.
9. Scroll to and select the tray from which to print.
10. Follow the instructions on the pages that print.
11. Scroll to and select **Print Test Page** again to verify the results. Make further adjustments if necessary.

## Check the EconoMode settings

HP does not recommend the full-time use of EconoMode. If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge.

 **NOTE:** This feature is available with the PCL 6 print driver for Windows. If you are not using that driver, you can enable the feature by using the HP Embedded Web Server.

Follow these steps if the entire page is too dark or too light.

1. From the software program, select the **Print** option.
2. Select the printer, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab, and locate the **Print Quality** area.
4. If the entire page is too dark, use these settings:
  - Select the **600 dpi** option.
  - Select the **EconoMode** check box to enable it.

If the entire page is too light, use these settings:

- Select the **FastRes 1200** option.
  - Clear the **EconoMode** check box to disable it.
5. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog, click the **OK** button to print the job.

## Try a different print driver

Try a different print driver when printing from a software program and the printed pages have unexpected lines in graphics, missing text, missing graphics, incorrect formatting, or substituted fonts.

Download any of the following drivers from the HP Web site: [www.hp.com/support/ljM501](http://www.hp.com/support/ljM501).

<b>HP PCL.6 driver</b>	<ul style="list-style-type: none"><li>• Provided as the default driver on the printer CD. This driver is automatically installed unless you select a different one.</li></ul>
<b>HP PCL 6 driver</b>	<ul style="list-style-type: none"><li>• Recommended for all Windows environments</li></ul>
<b>HP PCL-6 driver</b>	<ul style="list-style-type: none"><li>• Provides the overall best speed, print quality, and printer-feature support for most users</li><li>• Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments</li><li>• Might not be fully compatible with third-party and custom software programs that are based on PCL 5</li></ul>
<b>HP UPD PS driver</b>	<ul style="list-style-type: none"><li>• Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs</li><li>• Provides support for printing from postscript emulation needs, or for postscript flash font support</li></ul>

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**HP UPD PCL 5**

- Recommended for general office printing in Windows environments
- Compatible with previous PCL versions and older printers
- The best choice for printing from third-party or custom software programs
- The best choice when operating with mixed environments, which require the printer to be set to PCL 5 (UNIX, Linux, mainframe)
- Designed for use in corporate Windows environments to provide a single driver for use with multiple printer models
- Preferred when printing to multiple printer models from a mobile Windows computer

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**HP UPD PCL 6**

- Recommended for printing in all Windows environments
  - Provides the overall best speed, print quality, and printer feature support for most users
  - Developed to align with Windows Graphic Device Interface (GDI) for best speed in Windows environments
  - Might not be fully compatible with third-party and custom software programs that are based on PCL 5
-

# Solve wired network problems

## Introduction

Check the following items to verify that the printer is communicating with the network. Before beginning, print a configuration page from the printer control panel and locate the printer IP address that is listed on this page.

- [Poor physical connection](#)
- [The computer is using the incorrect IP address for the printer](#)
- [The computer is unable to communicate with the printer](#)
- [The printer is using incorrect link and duplex settings for the network](#)
- [New software programs might be causing compatibility problems](#)
- [The computer or workstation might be set up incorrectly](#)
- [The printer is disabled, or other network settings are incorrect](#)



**NOTE:** HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP print drivers. For more information, go to Microsoft at [www.microsoft.com](http://www.microsoft.com).

## Poor physical connection

1. Verify that the printer is attached to the correct network port using a cable of the correct length.
2. Verify that cable connections are secure.
3. Look at the network port connection on the back of the printer, and verify that the amber activity light and the green link-status light are lit.
4. If the problem continues, try a different cable or port on the hub.

## The computer is using the incorrect IP address for the printer

1. Open the printer properties and click the **Ports** tab. Verify that the current IP address for the printer is selected. The printer IP address is listed on the printer configuration page.
2. If you installed the printer using the HP standard TCP/IP port, select the box labeled **Always print to this printer, even if its IP address changes**.
3. If you installed the printer using a Microsoft standard TCP/IP port, use the hostname instead of the IP address.
4. If the IP address is correct, delete the printer and then add it again.

## The computer is unable to communicate with the printer

1. Test network communication by pinging the network.
  - a. Open a command-line prompt on your computer.

- For Windows, click **Start**, click **Run**, type `cmd`, and then press **Enter**.
  - For OS X, go to **Applications**, then **Utilities**, and open **Terminal**.
- b. Type `ping` followed by the IP address for your printer.
  - c. If the window displays round-trip times, the network is working.
2. If the ping command failed, verify that the network hubs are on, and then verify that the network settings, the printer, and the computer are all configured for the same network.

## The printer is using incorrect link and duplex settings for the network

HP recommends leaving these settings in automatic mode (the default setting). If you change these settings, you must also change them for your network.

## New software programs might be causing compatibility problems

Verify that any new software programs are correctly installed and that they use the correct print driver.

## The computer or workstation might be set up incorrectly

1. Check the network drivers, print drivers, and the network redirection settings.
2. Verify that the operating system is configured correctly.

## The printer is disabled, or other network settings are incorrect

1. Review the configuration page to check the status of the network protocol. Enable it if necessary.
2. Reconfigure the network settings if necessary.

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