

HP LaserJet M570 printers

IT EPFL Valais – version 0.3 – April 2017

HP LaserJet M570 printers	1
1.- Printer installation.....	1
1.1- Windows	1
1.2- MacOS	2
2.- Supplies	3
3.- Scan to e-mail (local address book).....	3
3.- Scan to e-mail using the EPFL address book	5



1.- Printer installation

In order to print on one of the HP LaserJet M570 printers in Sion (Industrie13 and Industrie 17): first make sure that your computer is connected to the EPFL network, either with a cable or wireless ('EPFL' or 'Eduroam').

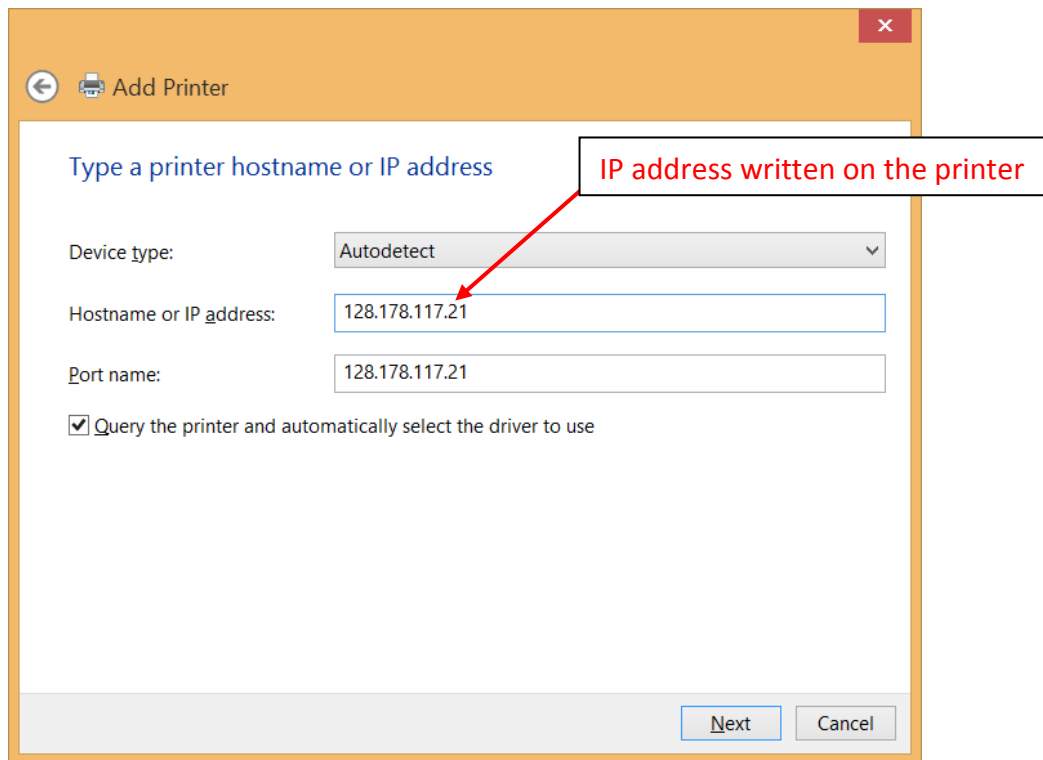
Remark: external visitors using a wireless connection ('public-epfl', 'freewifi-epfl' or 'eduroam') do not have access to the printers

1.1- Windows

Control Panel -> Devices and printers -> 'Add a printer'

- Choose 'The printer that I want isn't listed'
- Tick 'Add a printer using a TCP/IP address or hostname'
- Then type the IP address (you can find it on a sticker on the printer that you want to add) :

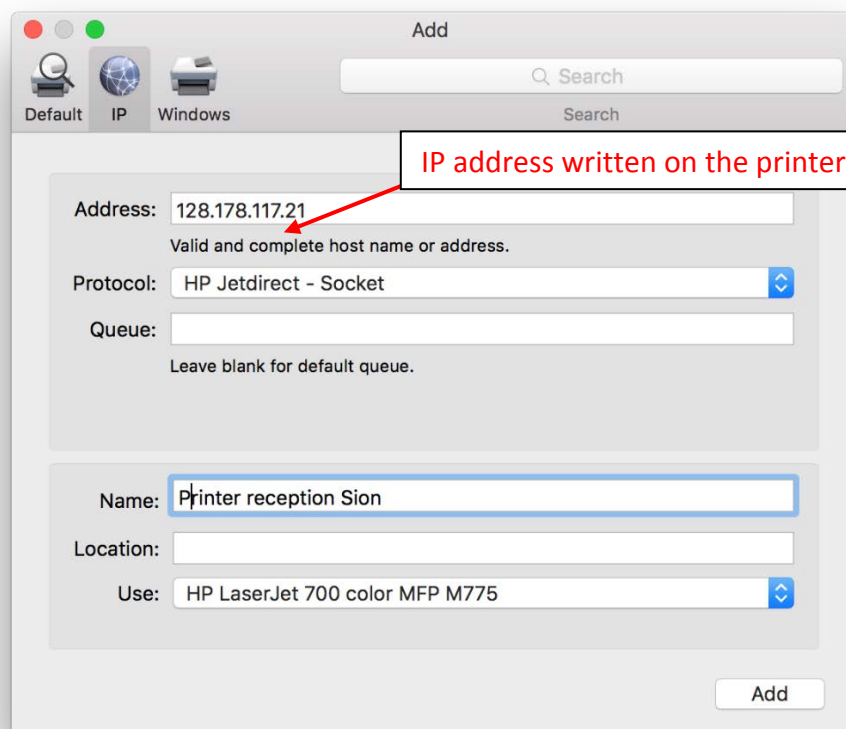
Windows will then choose the appropriate driver and install the printer. Make sure that the default format paper is set to A4 (and not 'letter', this could hang the printer...)



1.2.- MacOS

System Preferences -> Printers and Scanners

- Click the '+' in order to add a printer
- Choose 'IP' and type the IP address written on a sticker on the printer that you want to add
- Choose 'HP Jetdirect – Socket' under 'Protocol'
- Give it a name and click 'Add'



MacOS will choose the appropriate drivers and install the printer.
Make sure that the default format paper is set to A4.

2.- Supplies

When a cartridge is empty, please bring it to the 'magasin de chimie' (I17 0 B4) for recycling.
You'll find there also A4 paper, new cartridges and 'toner collection units' for these printers.

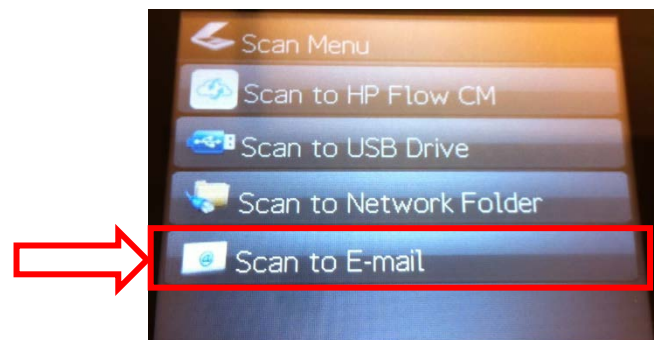
3.- Scan to e-mail (local address book)

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

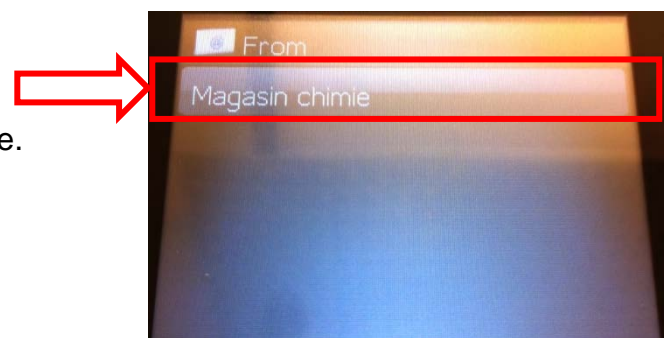
2. From the Home screen on the product control panel, touch the "Scan" button.



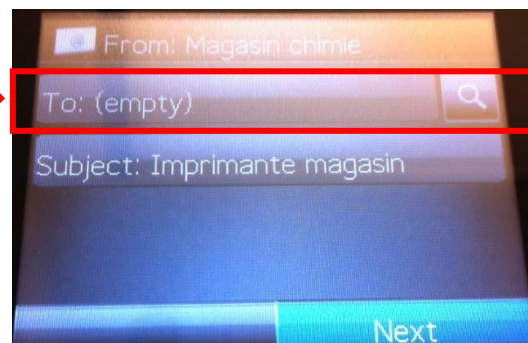
3. Touch the "Scan to E-mail" item.



4. Select the "From" address that you want to use.

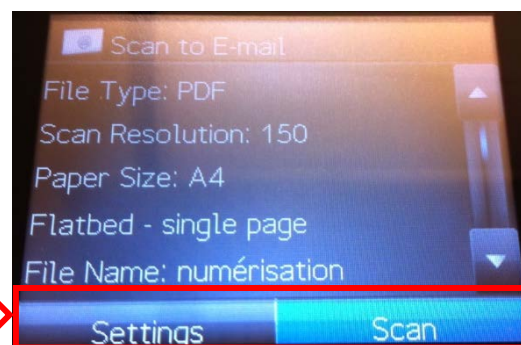


5. Touch the “To” button and pick the address or group to which you want to send the file.
Touch the “Done” button when finished.



6. Touch the “Subject” button if you would like to add a subject line

7. The control panel screen displays the scan settings.
- If you want to change any of the settings, touch the “Settings” button, and then change the settings.
 - If the settings are correct, go to the next step.



8. Touch the “Scan” button to start the scan job.

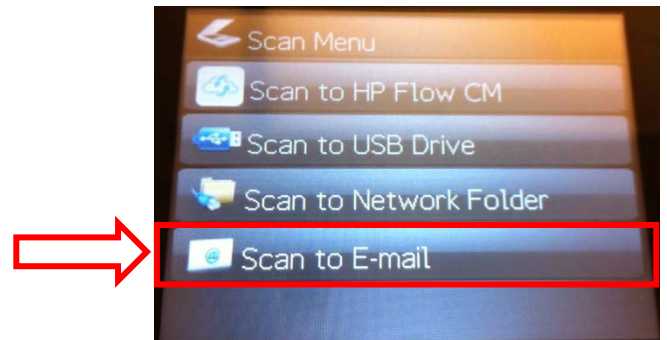
3.- Scan to e-mail using the EPFL address book

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

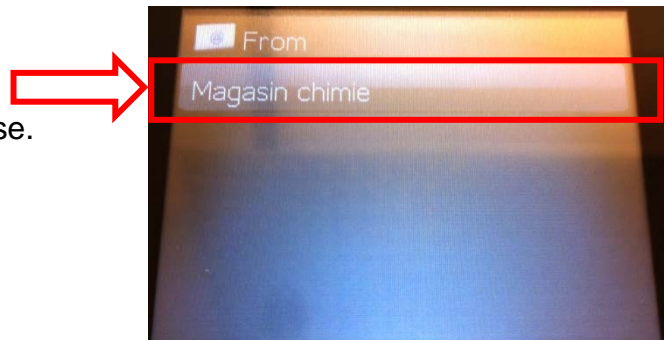
2. From the Home screen on the product control panel, touch the "Scan" button.



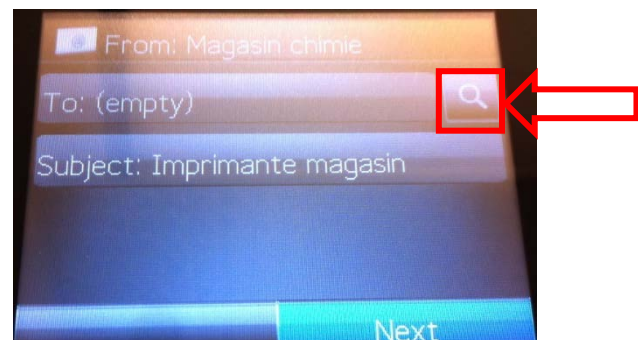
3. Touch the "Scan to E-mail" item.



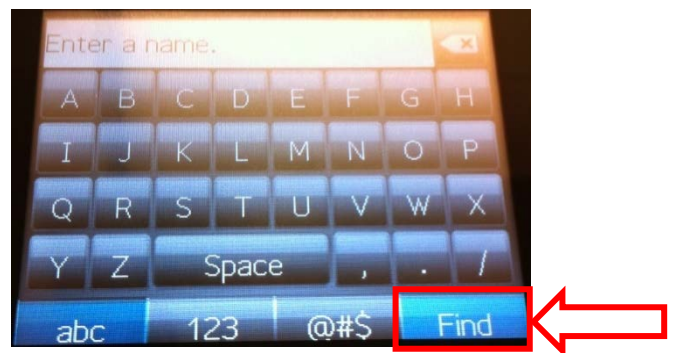
4. Select the "From" address that you want to use.



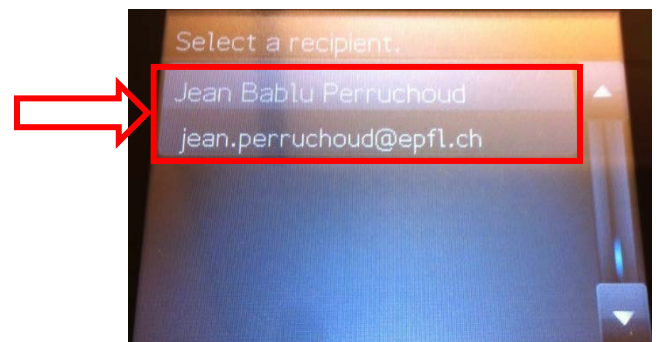
5. Touch the "Search" button.



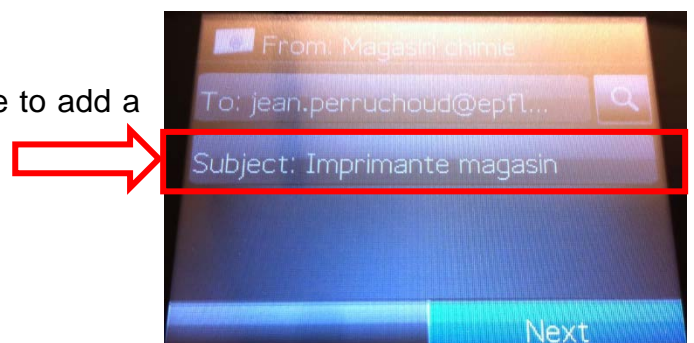
6. Enter the name of a member of EPFL using the screen keyboard, then touch the “Find” button.



7. Select your contact from the list.



8. Touch the “Subject” button if you would like to add a subject line



9. The control panel screen displays the scan settings.
- If you want to change any of the settings, touch the “Settings” button, and then change the settings.
 - If the settings are correct, go to the next step.

10. Touch the “Scan” button to start the scan job.

