

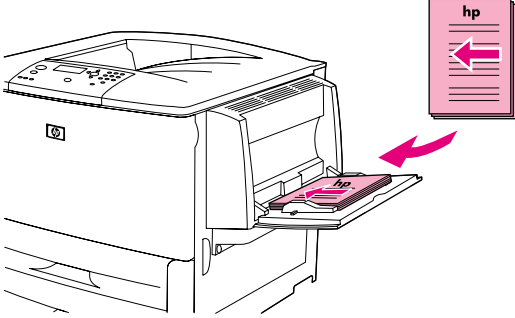
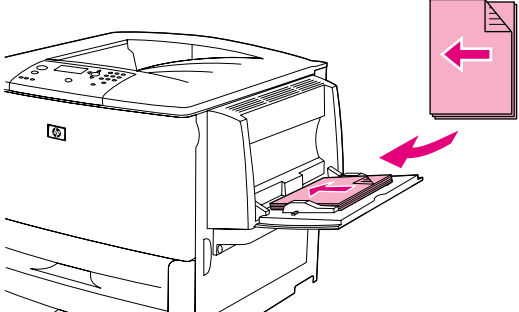
2 Printing tasks

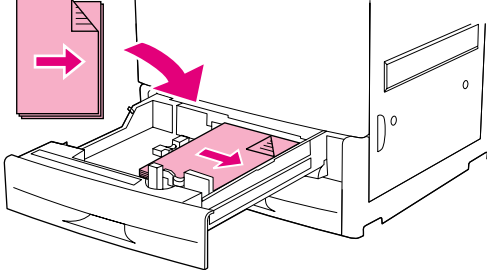
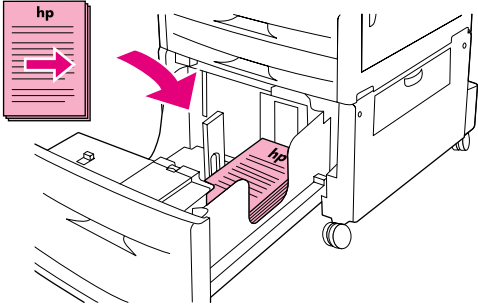
This section presents basic printing tasks, such as:

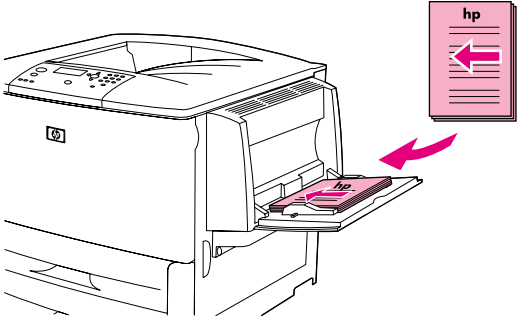
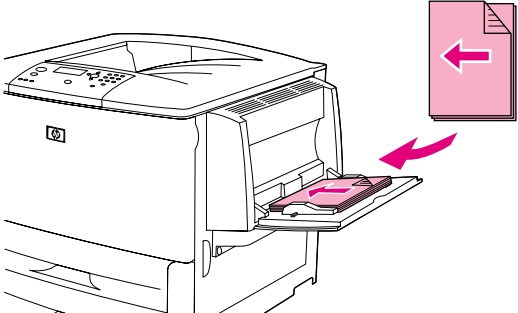
- [Orienting media](#)
- [Basic printing instructions](#)
- [Selecting the output bin](#)
- [Printing envelopes](#)

Orienting media

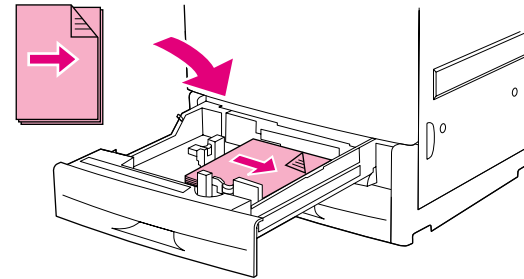
Orient media types and sizes according to the tray from which it will print and according to whether the media will be duplexed (printed on both sides).

Type of media	Tray	Duplexed	Orient media like this
Letter or A4, including letterhead (weights up to 216 g/m ²) (58 lb bond)	1	No	<p>Long edge toward feed direction; side to be printed facing up</p> 
Letter or A4, including letterhead (weights up to 216 g/m ²) (58 lb bond)	1	Yes	<p>Long edge toward feed direction; first side to be printed facing down</p> 

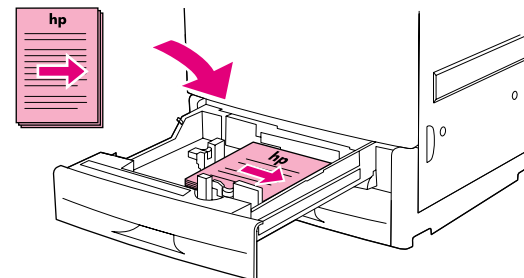
Type of media	Tray	Duplexed	Orient media like this
Letter or A4, including letterhead (weights up to 199 g/m ²) (53 lb bond)	2, 3, or 4	No	Long edge toward feed direction; side to be printed facing down 
Letter or A4, including letterhead (weights up to 199 g/m ²) (53 lb bond)	2, 3, or 4	Yes	Long edge toward feed direction; first side to be printed facing up 

Type of media	Tray	Duplexed	Orient media like this
Other standard sizes and custom sizes (weights up to 216 g/m ²) (58 lb bond)	1	No	Long edge (up to 312 mm) toward feed direction; side to be printed facing up. For media with long edge greater than 312 mm, feed short edge, top of page, first. 
Other standard sizes and custom sizes (weights up to 216 g/m ²) (58 lb bond)	1	Yes	Long edge (up to 312 mm) toward feed direction; first side to be printed facing down. For media with long edge greater than 312 mm, feed short edge, bottom of page, first. 

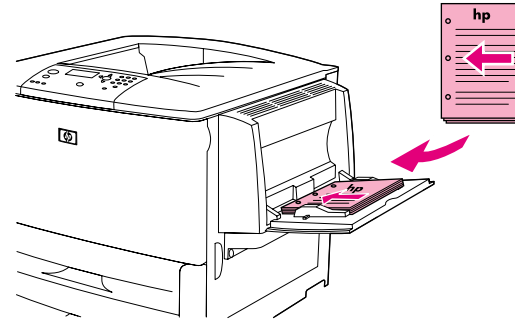
Type of media	Tray	Duplexed	Orient media like this
Other standard sizes and custom sizes (weights up to 199 g/m ²) (53 lb bond)	2, 3, or 4	No	Long edge (up to 297 mm) toward feed direction; side to be printed facing down. For media with long edge greater than 297 mm, feed short edge, top of page, first.



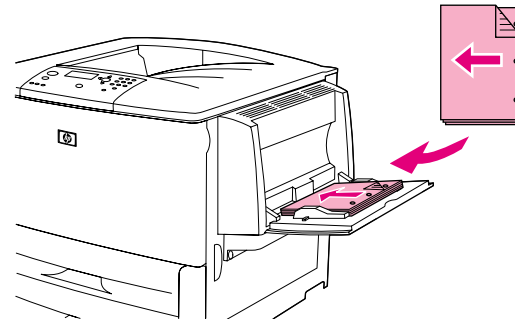
Other standard sizes and custom sizes (weights up to 199 g/m ²) (53 lb bond)	2, 3, or 4	Yes	Long edge (up to 297) toward feed direction; first side to be printed facing up. For media with long edge greater than 297 mm, feed short edge, bottom of page, first.
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Type of media	Tray	Duplexed	Orient media like this
Prepunched Letter or A4 (weights up to 216 g/m ²) (58 lb bond)	1	No	Long edge with holes toward feed direction; side to be printed facing up



Prepunched Letter or A4 (weights up to 216 g/m ²) (58 lb bond)	1	Yes	Long edge without holes toward feed direction; first side to be printed facing down
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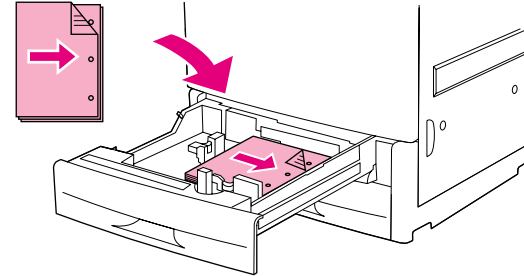


Prepunched Letter or A4
(weights up to 199 g/m²)
(53 lb bond)

2, 3, or 4

No

Long edge with holes toward feed direction; side to be printed facing down

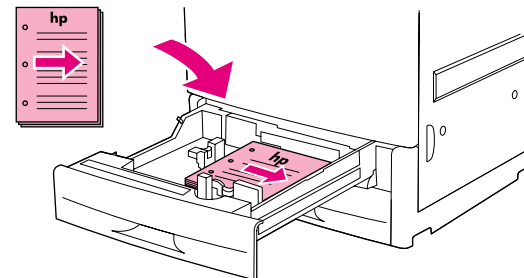


Prepunched Letter or A4
(weights up to 199 g/m²)
(53 lb bond)

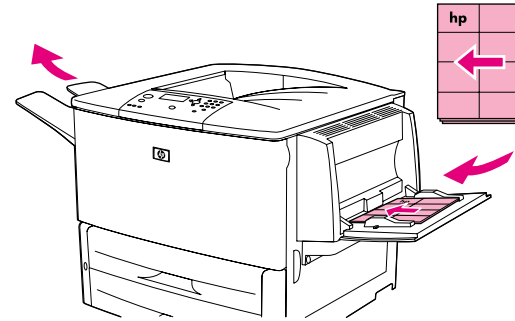
2, 3, or 4

Yes

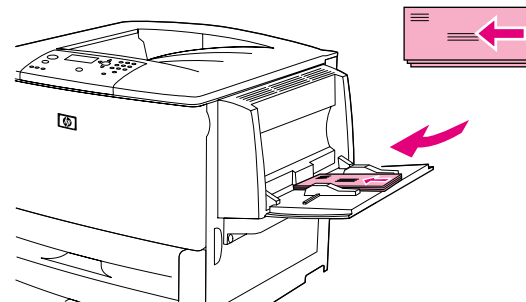
Long edge without holes toward feed direction; first side to be printed facing up



Type of media	Tray	Duplexed	Orient media like this
Labels, Letter, A4 size sheets, or transparencies	Tray 1 only	No (Never duplex)	Long edge toward feed direction; side to be printed facing up



Type of media	Tray	Duplexed	Orient media like this
Envelopes	Tray 1 only	No (Never duplex)	Short edge toward feed direction; side to be printed facing up. If height of envelope is greater than 7.5 inches, feed flap first. Otherwise, feed flap toward rear of printer.



Basic printing instructions

This section provides the basic instructions for printing when setting options from the printer driver for this printer (Windows) or the Apple LaserWriter (Macintosh). If possible, you should try to set printer options from the program in which you are working or from the **Print** dialog box. Most Windows and Macintosh programs allow you to set the printer options this way. If a setting is not available in the program or printer driver, you must set it at the printer control panel.

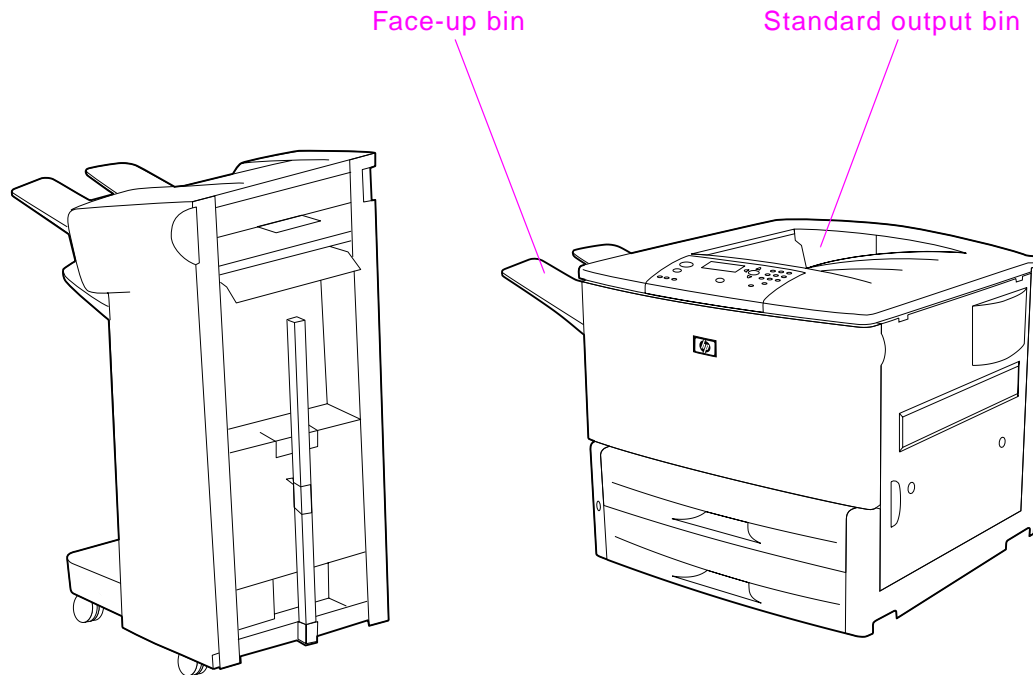
To print

- 1 Make sure paper is loaded in the printer. See the *introduce* guide on the product CD, or at www.hp.com/cposupport/ and “Orienting media” on page 31 for instructions.
- 2 If you loaded a custom size media in Tray 2, Tray 3, or optional Tray 4, or if you loaded any size media in optional Tray 1, set the tray to recognize the size of paper you loaded. See the *introduce* guide on the product CD, or at www.hp.com/cposupport/.
- 3 Set the paper size.
 - For Windows: On the **File** menu, click **Page Setup** or **Print**. If you chose **Print**, make sure this printer is selected and click **Properties**.
 - For Macintosh: On the **File** menu, choose **Page Setup**. Make sure this printer is selected.
- 4 In the paper size box, select one of the following:
 - The name assigned to the size of paper you are using.
 - **Custom**
- 5 Select the orientation, such as **Portrait** or **Landscape**.
- 6 If the printer driver is not already open, on the **File** menu click **Print**. In Windows programs, also click **Properties**.

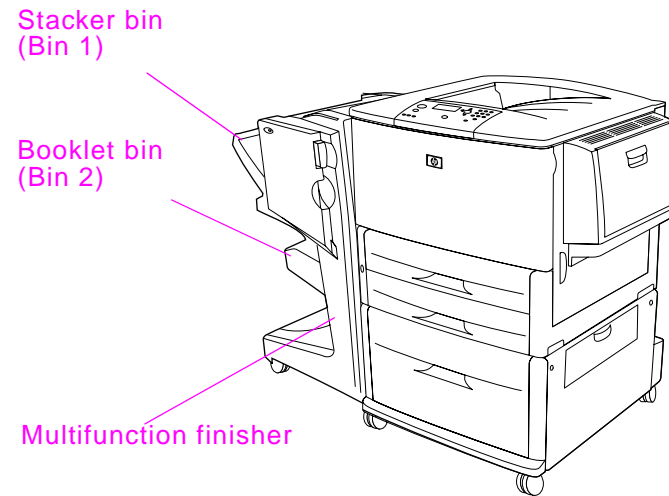
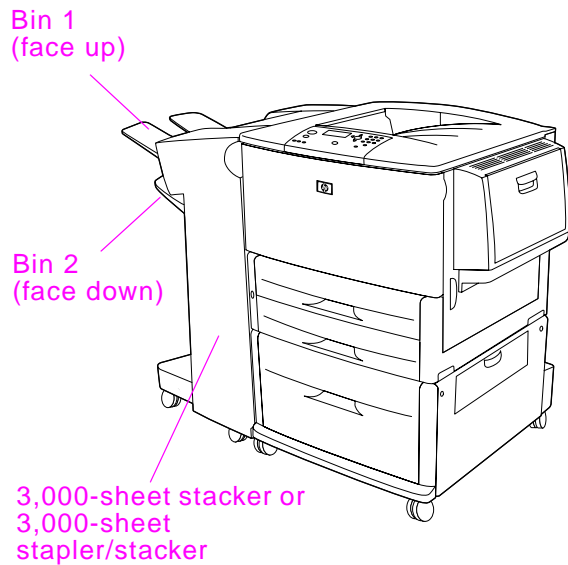
- 7 In the paper source box, select the tray from which you want paper pulled or select the paper type and size. See “[Printing by type and size of paper](#)” on page 57.
- 8 Select any other settings you want, such as duplexing (if an optional duplexer is installed in the printer), watermarks, or different first page. For more information about these settings, see the tasks in this section and in the next section (“[Advanced printing tasks](#)” on page 50).
- 9 The standard output bin is the default output location. Use this location for output of most types of media, including labels, transparencies, and heavy paper. Or, you can select an optional output accessory, such as the stacker or stapler/stacker.
- 10 Select the **Print** command to print the job.

Selecting the output bin

The printer has several output locations: the standard output bin, the face-up bin, and the optional output devices.



- The **standard output bin** is located at the top of the printer and is the factory default bin. This bin can receive up to 500 sheets of paper in the correct (face down) order as they exit the printer. A sensor causes the printer to stop when the paper bin is full. Printing continues when you empty or reduce the amount of paper in the bin.
- The **face-up bin**, located on the left side or on top of the printer, holds up to 100 sheets of paper.



If you choose the 3,000-sheet stacker or 3,000-sheet stapler/stacker, the output bins are Bin 1 (face up) and Bin 2 (face down).

- **Bin 1** (face-up bin) is the top bin on the stacker or stapler/stacker. This bin holds up to 125 sheets of paper in face-up order as they exit the printer. A sensor causes the product to stop when the bin is full. Product operation continues when you empty or reduce the amount of paper in the bin.
- **Bin 2** (face-down bin) is the lower bin on the stacker or stapler/stacker. Bin 2 holds up to 3,000 sheets of paper and allows you to stack or staple jobs. This bin is the default output bin.

If you choose the multifunction finisher, the output bins are the Stacker bin and the Booklet bin.

- The **Stacker bin** (Bin 1) is the top bin on the multifunction finisher. The Stacker bin provides 1,000 sheets of stacking capacity, and can offset each job as it is stacked, delivering unstapled jobs face up or face down. This bin also provides stapling for up to 50 sheets of paper per document. The Stacker bin is the default output bin when the multifunction finisher is attached.
- The **Booklet bin** (Bin 2) is the lower bin on the multifunction finisher. This bin provides folding and saddle stitching of booklets for up to 10 sheets of paper.

Selecting an output location

You can select an output location (bin) through your program or printer driver. (Where and how you make selections depends on your program or printer driver.) If you cannot select an output location from the program or printer driver, set the default printer output location from the printer control panel.

To select an output location from the control panel

- 1 Use ▲ or ▼ to scroll to `Configure Device` and press ✓.
- 2 Use ▲ or ▼ to scroll to `Printing` and press ✓.
- 3 Use ▲ or ▼ to scroll to `Paper Destination` and press ✓.
- 4 Use ▲ or ▼ to scroll to the output bin or device you want and press ✓. Your network administrator may have changed the name of the device. An asterisk (*) appears next to your selection.

Printing envelopes

You can print envelopes using optional Tray 1, which holds up to 10 envelopes. Many types of envelopes can be printed from optional Tray 1.

Printing performance depends on the construction of the envelope. Always test a few sample envelopes before purchasing a large quantity. For envelope specifications, see the *introduce* guide on the product CD, or go to www.hp.com/cposupport/.

CAUTION

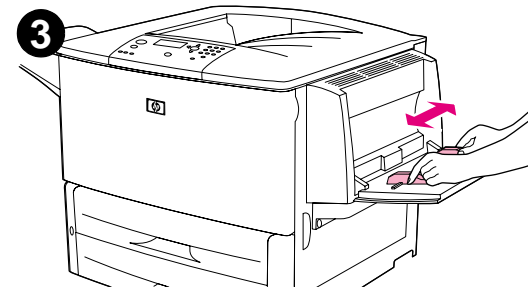
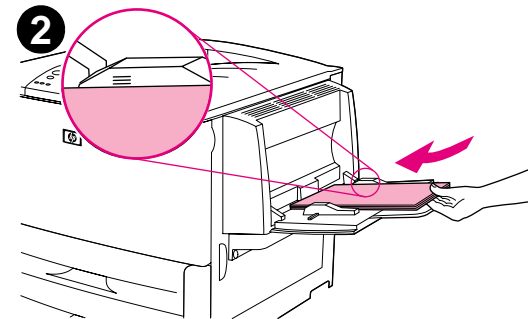
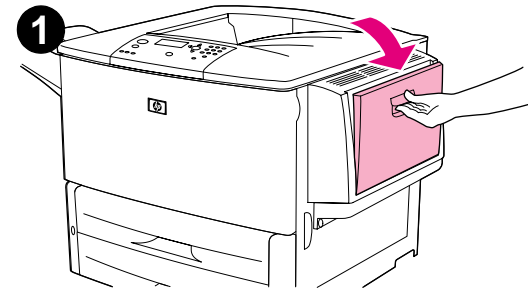
Envelopes with clasps, snaps, windows, coated linings, exposed self-stick adhesives, or other synthetic materials can severely damage the printer. Do not use envelopes with pressure-sensitive adhesive.

The basic steps for printing envelopes are:

- 1 Load the envelopes. See “To load envelopes in optional Tray 1” on page 44.
- 2 Move the fuser levers. See “To change the fuser levers” on page 45.
- 3 Send the print job. See “To print envelopes from a program” on page 46.

To load envelopes in optional Tray 1

- 1 Open optional Tray 1, but do not pull out the extension. (Most envelopes feed best without the extension. However, oversize envelopes might need the extension.)
- 2 Load up to 10 envelopes in the center of optional Tray 1 with the side-to-be-printed facing up, and the postage end toward the printer. Slide the envelopes into the printer as far as they will go without forcing them.
- 3 Adjust the guides to touch the envelope stack without bending the envelopes. Make sure the envelopes fit under the tabs on the guides.
- 4 Change the fuser levers (see [“To change the fuser levers”](#) on page 45).



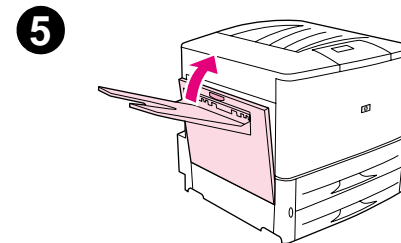
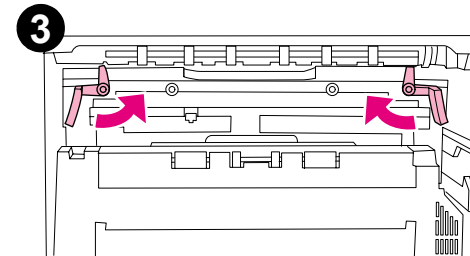
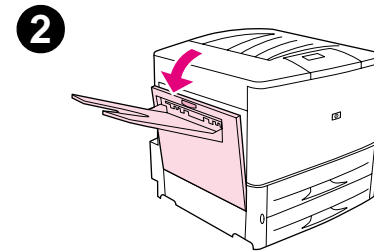
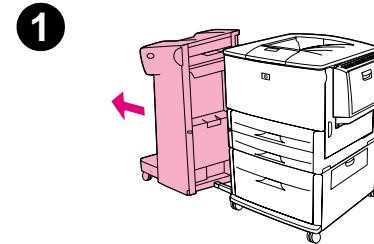
To change the fuser levers

- 1 If an optional output device is installed, slide it away from the printer to access the left door.
- 2 Open the left door.

WARNING!

Avoid touching the adjacent fusing area as shown in Step 3. It can be HOT.

- 3 Locate and lift up the two blue “T” shaped levers.
- 4 Return the fuser levers to the down position after printing an envelope.
- 5 Close the left door.



To print envelopes from a program

- 1 Load envelopes into optional Tray 1.
- 2 In your program or in the printer driver, specify optional Tray 1 or **Automatic**. Or, select the paper source.
- 3 Set the appropriate envelope size and type. For envelope specifications, see the *introduce* guide on the product CD, or go to www.hp.com/cposupport/.
- 4 If your program does not automatically format an envelope, specify "Portrait" for page orientation.

CAUTION

To avoid a printer jam, do not remove or insert an envelope after you begin printing.

- 5 Set margins to within 15 mm (0.6 inch) from the edge of the envelope. For best print quality, set margins for a return and mailing address (typical address margins for a Commercial #10 or DL envelope are offered). Avoid printing over the area where the three back flaps meet on the back of an envelope.
- 6 To print by type and size of paper, see the *introduce* guide on the product CD, or go to www.hp.com/cposupport/.
- 7 Select the standard output bin (the default) as the output location. If you print envelopes to the stacker or stapler/stacker, they exit to the face-up bin of that accessory.
- 8 When finished, return the fuser levers to the down position.

CAUTION

Failure to return levers to the down position for standard paper types can result in poor print quality.

Printing special paper

This section contains guidelines for printing on special media, which includes letterhead, transparencies, full-bleed images, postcards, custom-size, and heavy paper.

Printing letterhead, prepunched paper, or preprinted paper (single-sided)

- When printing letterhead, prepunched, or preprinted paper, it important to correctly orient the paper. See “Orienting media” on page 31 for instructions.
- If the paper is heavier than 199 g/m² (53 lb bond) and less than 216 g/m² (58 lb bond) load it only in optional Tray 1. See the *introduce* guide on the product CD, or go to www.hp.com/cposupport/ for complete paper specifications.
- When printing on both sides of prepunched paper, you must select prepunched paper as the paper type in the **Paper Handling** menu from the control panel and select prepunched paper from your printer driver.

Printing labels

- Orient labels according to the guidelines in “Orienting media” on page 31.
- Print a stack of up to 50 sheets of labels from optional Tray 1.
- Use only labels recommended for laser printers. Make sure the labels meet the correct specifications. (See the *introduce* guide on the product CD, or go to www.hp.com/cposupport/.)

CAUTION

Failure to follow these instructions may damage the printer.

Special cautions:

- Do not load optional Tray 1 to capacity, because labels are heavier than paper.
- Do not use labels that are separating from the backing sheet, wrinkled, or damaged in any way.
- Do not use labels that have the backing sheet exposed. (Labels must cover the entire backing sheet with no exposed spaces.)
- Do not feed a sheet of labels through the printer more than once. The adhesive backing is designed for only one pass through the printer.
- Do not print on both sides of labels.

Printing transparencies

- Transparencies used in this printer must be able to withstand the 200° C (392° F), the maximum temperature for the printer.
- Use only transparencies recommended for use in laser printers.
- Use the standard output bin for transparencies.

CAUTION

Do not attempt to print on both sides of transparencies. Do not attempt to print envelopes, custom paper, or paper heavier than 199 g/m² (53 lb). Damage to the printer or jams might result.

Guidelines for custom-size paper, card stock, and heavy paper

- You can print custom-size paper from optional Tray 1, Tray 2, Tray 3, or optional Tray 4.
- Any size paper heavier than 199 g/m² (53 lb) must be printed only from optional Tray 1. For paper specifications, see the *introduce* guide on the product CD, or go to www.hp.com/cposupport/.
- If you are printing from optional Tray 1, the edge of the paper feeding into the printer must be at least 98 mm (3.9 inches) wide to allow rollers inside the printer to grab the paper, and a maximum of 312 mm (12.3 inches). Measuring from the leading edge to the trailing edge of the paper, the length must be at least 191 mm (7.5 inches) and a maximum of 470 mm (18.5 inches).
- If you are printing from Tray 2 or 3, the edge of the paper feeding into the printer must be at least 148 mm (5.8 inches) wide to allow rollers inside the printer to grab the paper, and a maximum of 297 mm (11.7 inches). Measuring from the leading edge to the trailing edge of the paper, the length must be at least 210 mm (8.3 inches) and a maximum of 432 mm (17.0 inches).
- If you are printing from optional Tray 4, the edge of the paper feeding into the printer must be at least 182 mm (7.2 inches) wide to allow rollers inside the printer to grab the paper, and a maximum of 297 mm (11.7 inches). Measuring from the leading edge to the trailing edge of the paper, the length must be at least 210 mm (8.3 inches) and a maximum of 432 (17.0 inches).

Printing full-bleed paper

Since the printer has the ability to print on specially cut paper up to 312 by 470 mm (12.3 by 18.5 inches), you can print up to 297 by 450 mm (11.7 by 17.7 inches) bleed images with crop marks from optional Tray 1. See your program online help for more information.