3   Advanced printing tasks

Overview

This section presents these advanced printing tasks:

- Using features in the printer driver

- Different first page

- Blank back page

- Customizing optional Tray 1 operation

- Printing by type and size of paper

- Job retention features

    - Printing a private job
    - Storing a print job
    - QuickCopying a job
    - Proofing and holding a job

- Printing with the optional HP Fast InfraRed (FIR) Receiver

- Making booklets

Using features in the printer driver

When you print from a software application, many of the printer features are available from the printer driver. To gain access to Windows printer drivers, see "Access the Windows printer driver" on page 23.

Note   Settings in the printer driver and software application generally override control panel settings. (Software application settings generally override printer driver settings.)

Printer collation

The printer collation feature allows multiple original prints (mopying) that provide you the following advantages:

● reduced network traffic

● faster return to application

● all original documents

Saving printer setup information

Printer drivers allow you to save the printer settings you use most often as the default settings. For example, the driver might be set to print on letter-size paper, portrait orientation, with automatic tray selection (from the first available tray).

Windows PCL 6 and PCL 5e printer drivers allow you to save printer settings for multiple kinds of print jobs. For example, you might want to create a quick set for envelopes, or for printing the first page of a document on letterhead.

New printer driver features

Look for **Quick Sets**, **Scale to Fit** (any page size to any page size), and **Booklet Printing** options in the Windows printer driver, or see the printer driver help for more information.

Printing watermarks

A watermark is a notice, such as "Top Secret," printed in the background of each page in a document. Check the driver for available options, or see the printer driver online help for more information.

For Macintosh, you can select "Custom" and specify the text you choose, depending on your driver version.

Different first page

To print a different first page

Follow these instructions for printing a first page that is different from other pages in the print job.
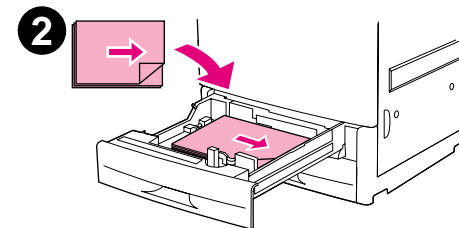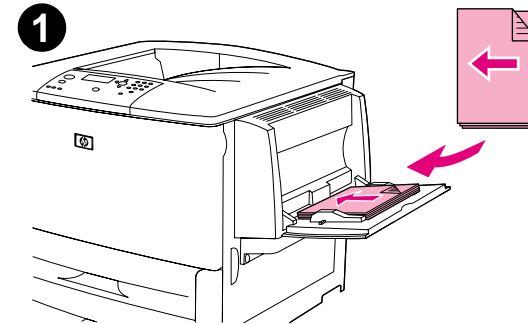
1   For Windows, select "Use different paper for first page" in your printer driver. Choose optional Tray 1 (or manual feed) for the first page and one of the other trays for the remaining pages. Place the paper for the first page in optional Tray 1. (For manual feed, place paper in optional Tray 1 after the job is sent to the printer and the printer requests paper.) For loading optional Tray 1, place the paper with the side to be printed up, the top of the page facing the rear of the printer.

For Macintosh computers, select "First from" and "Remaining from" in the print dialog box.

Note
Where and how you make selections depends on your software application or associated printer driver. (Some options may only be available through the printer driver.)

2   Load the paper for the remaining pages of the document into another tray. You may select the first and remaining pages by type of paper. For more information, see "Printing by type and size of paper" on page 57.

Blank back page

This option allows you to add blank pages to the end of a print job.

For Windows, select **Use different paper for first page** in the Paper tab of your printer driver, and then choose **Back Page**. You can then select the paper source you want to use for your back page. To turn the feature off, select **No back page**.

Printing multiple pages on one sheet of paper

You can print more than one page on a single sheet of paper. This feature is available in some printer drivers and provides a cost-effective way to print draft pages.

To print more than one page on a sheet of paper, look for a layout or pages per sheet option in the printer driver. (This is sometimes called 2-up, 4-up, or n-up printing.)

**Printing
left-to-right**
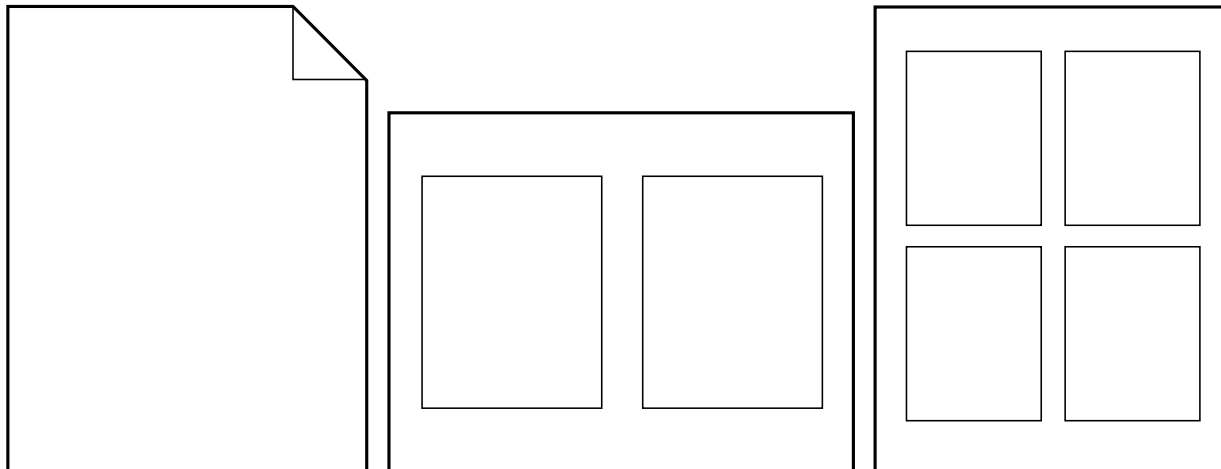
Customizing optional Tray 1 operation

Customize optional Tray 1 to fit your printing needs.

The printer can be set to print from optional Tray 1:

- When the tray is loaded (`Tray 1 Size=Unspecified` and `Tray 1 Type=Unspecified`; formerly **First** mode). Print speed might be slower than normal.

- Only when the type of paper loaded is specifically requested (`Tray 1 Size=`any size and `Tray 1 Type=`anything *except* `Unspecified`; formerly **Cassette** mode).

Printing from optional Tray 1 when the loaded paper is requested

When `Tray 1 Size=`any size and `Tray 1 Type=`anything except `Unspecified` (formerly **Cassette** mode), the printer treats optional Tray 1 like the internal trays. Instead of looking for paper in optional Tray 1 first, the printer pulls paper starting either from the bottom tray upward or starting with the tray that matches type or size settings selected in the program from which you are printing.

From the program or the **Print** dialog box, set the type and size for a tray, if possible. If not, set the type and size from the printer control panel. (See "Printing by type and size of paper" on page 57.)

When `Tray 1 Size=`any size and `Tray 1 Type=`anything except `Unspecified` is set at the printer control panel, an option appears in the `Paper Handling` menu to configure **size** as well as **type** settings for optional Tray 1.

Manually feeding paper from optional Tray 1

The manual feed feature is another way of printing special paper from optional Tray 1, such as envelopes or letterhead. If manual feed is selected, the printer prints only from optional Tray 1.

When paper is loaded in optional Tray 1, set **Tray 1** mode in the **Paper-Handling** menu to **First** mode.

Printing by type and size of paper

You can configure the printer to select paper by *type* (such as plain or letterhead) and *size* (such as letter or A4), as opposed to *source* (a paper tray).

Benefits of printing by type and size of paper

If you frequently use several kinds of paper, once trays are set correctly, you do not have to check which paper is loaded in each tray before you print. This is especially helpful when the printer is shared and more than one person loads or removes paper.

Printing by type and size of paper is a way to be sure that print jobs always print on the desired paper.

To set the type for the paper or media you loaded when you are unsure which type (such as bond or recycled) to choose, check the label on the package of paper. For supported types of paper, see the *introduce* guide on the product CD, or go to www.hp.com/cposupport/.

Note   The type and size settings can also be configured from the HP Web JetAdmin software for networked printers. See the printer driver online help.

To print by type and size of paper

1   Load and adjust the trays. (See the *introduce* guide on the product CD, or at www.hp.com/cposupport/.)

2   At the printer control panel, press ✓, use ▲ or ▼ to scroll to PAPER HANDLING, and press ✓.

3   Do one of the following:

    • To allow the printer to automatically pull the type and size of paper loaded in optional Tray 1: Set Tray
      1 Size=Unspecified and Tray 1 Type=Unspecified (**First** mode).
    • To print by type and size from optional Tray 1, but to have the printer prompt you to load paper before
      printing: Set Tray 1 Size to the size loaded and set Tray 1 Type to anything *except* Unspecified
      (**Cassette** mode).
    • To print by type and size from Tray 2, Tray 3, or optional Tray 4 when the tray is loaded with standard
      size paper: Just set the type. The size is automatically detected.
    • To print by type and size from Tray 2, Tray 3, or optional Tray 4 when the tray is loaded with a custom
      size paper: set the size and type. For the size, select **Custom**, and then set the values using the
      measurements on the guides in the trays.

4   From the program or printer driver, select the type and size of paper.

To print by type and size, it might be necessary to unload or close Tray 1, or you may have to set optional Tray
1 to **Cassette** mode. For more information, see "Paper handling menu" on page 176.

Job retention features

The four special job features available for this printer are: Private jobs, Stored jobs, QuickCopy jobs, and Proof and hold jobs.

Follow the instructions below to gain access to the job retention features at the computer. Then, see the specific section for the type of job you want to create.

CAUTION   If you turn the printer off, all QuickCopy, Proof and hold, and Private jobs are deleted.

To gain access to the job storage features

For Windows

1   On the **File** menu, click **Print**.

2   Click **Properties** and click the **Destination** tab.

3   Under **Destination Features**, click **Options** to display **Job Storage Options**.

For Macintosh

In newer drivers: Select **Job Retention** from the pull-down menu in the print dialog box. In older drivers, select **Printer Specific Options**.

Printing a private job

The private printing feature lets a user specify that a job is not printed until that user releases it using a 4-digit personal identification number (PIN) through the printer control panel. The user specifies the PIN in the driver, and the PIN is sent to the printer as part of the print job.

Note   The private jobs feature uses available printer RAM memory if the printer does not have a hard disk installed. For moderate to heavy use of this feature, HP recommends installing an optional hard disk.

To create private jobs

To specify that a job is private from the driver, select the Private Job option, enter a User Name and Job Name, and type a 4-digit PIN. The job will not print until you enter the PIN at the control panel.

Releasing private jobs

The user can print a private job from the control panel.

To release private jobs

1   Press ✔.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✔.

3   Scroll to `USER NAME` and press ✔.

4   Use ▲ or ▼ to scroll to your job and press ✔.

5   Use ▲ or ▼ to scroll to `Print` and press ✔. (The Print icon should have 🔒 next to it.)

6   Use the numeric keypad to enter the PIN, and press ✔.

Deleting a private job

A private job is automatically deleted from the printer hard disk accessory after the user releases it for printing. If you want to delete the job without printing it, use this procedure.

To delete private jobs

1   Press ✔.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✔.

3   Scroll to `USER NAME` and press ✔.

4   Use ▲ or ▼ to scroll to your job and press ✔.

5   Use ▲ or ▼ to scroll to `Delete` and press ✔. (`Delete` should have 🔒 next to it.)

6   Use the numeric keypad to enter the PIN, and press ✔.

Storing a print job

The user can download a print job to the printer hard disk accessory without printing it. The user can then print the job at any time through the printer control panel. For example, a user may want to download a personnel form, calendar, time sheet, or accounting form that other users can access and print.

To store a print job on the hard disk accessory, select the **Stored Job** option in the driver when printing from the printer.

Note
The stored job feature uses available RAM memory on the printer if the printer does not have a hard disk installed. For moderate to heavy use of this feature, HP recommends installing an optional hard disk.

To create stored jobs

In the printer driver, select the **Stored Job** option and type a user name and job name. The job does not print until someone requests it at the printer. See .

Printing a stored job

The user can print a job stored on the printer hard disk accessory from the control panel.

To print a stored job

1   Press ✓.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✓.

3   Scroll to `USER NAME` and press ✓.

4   Use ▲ or ▼ to scroll to your job and press ✓.

5   To print the default number of copies, press ✓. When ✓ is selected, the screen changes to `Copies=n`. To change the number, use the numeric keypad or ▲ and ▼ to select a new number, and press ✓.

If `Print` has 🔒 next to it, the job is a private job and requires a PIN. See .

Deleting a stored job

Jobs stored on the printer hard disk accessory can be deleted from the control panel.

To delete a stored job

1   Press ✓.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✓.

3   Scroll to `USER NAME` and press ✓.

4   Use ▲ or ▼ to scroll to your job and press ✓.

5   Use ▲ or ▼ to scroll to `Delete` and press ✓.

If `Delete` has 🔒 next to it, the job requires a PIN to delete. See "Printing a private job" on page 60.

QuickCopying a job

The QuickCopy feature prints the requested number of copies of a job and stores a copy on the printer hard disk accessory. Additional copies of the job can be printed later. This feature can be turned off from the driver.

The default number of different QuickCopy jobs that can be stored on the printer is 32. From the control panel, you can set a different default number. See "JOB STORAGE LIMIT=32" on page 186.

To create QuickCopy jobs

CAUTION   If the printer needs additional space to store newer QuickCopy jobs, the printer will delete other stored QuickCopy jobs, starting with the oldest job. To permanently store the job and prevent the printer from deleting it when space is needed, select the **Stored Job** option instead of the **QuickCopy** option.

In the printer driver, select the **QuickCopy** option and type a user name and a job name.

When you send the job to print, the printer prints the number of copies you set in the printer driver. To print more quick copies at the printer, see "Printing additional copies of QuickCopy jobs" on page 66.

Printing additional copies of QuickCopy jobs

This section describes how to print additional copies of a job stored on the printer hard disk accessory from the control panel.

To print more copies of a QuickCopy job

1   Press ✔.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✔.

3   Scroll to `USER NAME` and press ✔.

4   Use ▲ or ▼ to scroll to your job and press ✔.

5   To print the default number of copies, go to the next step. Otherwise, to check or change the number of copies to print:

    a   Use ▲ or ▼ to scroll to `Copies` and press ✔. The number of copies to be printed appears at the top of the window.

    b   To change the number, use the numeric keypad or ▲ and ▼ to select a new number and press ✔.

6   Use ▲ or ▼ to scroll to `Print` and press ✔. The job prints.

If `Print` has 🔒 next to it, the job requires a PIN to print. See "Printing a private job" on page 60.

Deleting a QuickCopy job

Delete a QuickCopy job at the printer when you no longer need it. If the printer needs additional space to store new QuickCopy jobs, the printer will automatically delete other stored QuickCopy jobs, starting with the oldest job.

Note   Stored QuickCopy jobs can be deleted from the control panel or from HP Web JetAdmin.

To delete a QuickCopy job

1   Press ✔.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✔.

3   Scroll to `USER NAME` and press ✔.

4   Use ▲ or ▼ to scroll to your job and press ✔.

5   Use ▲ or ▼ to scroll to `Delete` and press ✔.

If `Delete` has 🔒 next to it, the job requires a PIN to delete. See "Printing a private job" on page 60.

Proofing and holding a job

The proof and hold feature provides a quick and easy way to print and proof one copy of a job and then to print the additional copies.

To permanently store the job and prevent the printer from deleting it when space is needed for something else, select the **Stored Job** option in the driver.

The proof and hold feature uses available RAM memory on the printer if the printer does not have a hard disk installed. For moderate to heavy use of this feature, HP recommends installing an optional hard disk.

To create a proof and hold job

CAUTION   If the printer needs additional space to store newer proof and hold jobs, the printer will delete other stored proof and hold jobs, starting with the oldest job. To permanently store the job and prevent the printer from deleting it when space is needed, select the **Stored Job** option in the printer driver instead of the **Proof and Hold** option.

In the printer driver, select the **Proof and Hold** option and enter a user name and job name.

The printer prints one copy of the job for you to proof. Then, see "Printing the remaining copies of a held job" on page 69.

Printing the remaining copies of a held job

The user can print the remaining copies of a job held on the printer hard disk accessory from the control panel.

To print a proof and hold job

1 Press ✔.

2 Use ▲ or ▼ to scroll to `Retrieve Job` and press ✔.

3 Scroll to `USER NAME` and press ✔.

4 Use ▲ or ▼ to scroll to your job and press ✔.

5 Use ▲ or ▼ to scroll to `Print` and press ✔. The job prints the remaining copies requested from the computer.

If `Print` has 🔒 next to it, the job requires a PIN to print. See .

Deleting a held job

When a user sends a proof and hold job, the printer automatically deletes that user's previous proof and hold job. If there is not a proof and hold job already for that job name and the printer needs additional space, the printer may delete other proof and hold jobs, starting with the oldest one.

To delete a proof and hold job

1   Press ✔.

2   Use ▲ or ▼ to scroll to `Retrieve Job` and press ✔.

3   Scroll to `USER NAME` and press ✔.

4   Use ▲ or ▼ to scroll to your job and press ✔.

5   Use ▲ or ▼ to scroll to `Delete` and press ✔.

If `Delete` has 🔒 next to it, the job requires a PIN to delete. See "Printing a private job" on page 60.

Printing with the optional HP Fast InfraRed (FIR) Receiver

The optional HP Fast InfraRed (FIR) Receiver enables wireless printing from any IrDA-compliant portable device (such as a laptop computer) to the HP LaserJet 9000 Series printers.

The printing connection is maintained by positioning the sending FIR port within operating range. Note that the connection can be blocked by objects such as a hand, paper, direct sunlight, or any bright light shining into either FIR port.

Note   For more information, see the user guide for the HP Fast InfraRed Connect.

Setting up to print with Windows 9*X*

Before launching the Fast InfraRed driver, complete the following steps:

1   Click **Start**, click **Settings**, and then click **Printers**.

2   Select the HP LaserJet 9000, 9000n, 9000dn, or 9000hns as your default printer.

3   While in the same **Printers** folder, choose **Properties**, then choose **Details**, and make sure that **Virtual Infrared LPT Port** is selected.

4   Select the file to print.

Printing a job using FIR

Depending on the size of the job, printing with the HP Fast InfraRed Receiver may be slower than printing with a cable connected directly to the parallel port.

To print a job

1   Align your laptop computer (or other portable device equipped with an IrDA-compliant FIR window) within one meter (three feet) maximum of the HP FIR Connect. The FIR window must be at an angle of +/- 15 degrees relative to the printer to ensure an effective connection for printing.

Note
To prevent a broken connection while printing, make sure the sending port remains within operating range and that there is nothing between the ports, such as a hand, paper, or even direct sunlight, to block transmission.
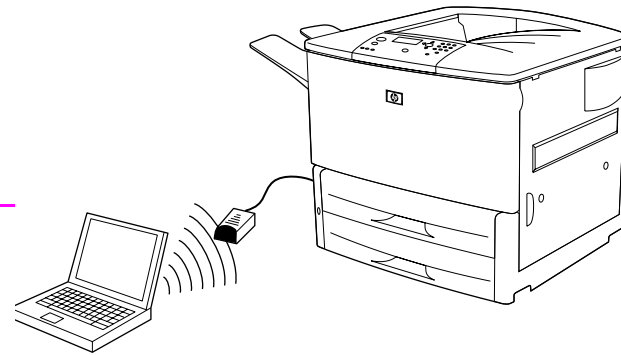
2   Print the job. The status indicator on the HP Fast InfraRed Receiver lights up, and, after a short delay, the printer status panel displays `PROCESSING JOB`.

If the status indicator does not light up, realign the HP Fast InfraRed Receiver with the FIR port on the sending device, resend the print job, and maintain the alignment of all devices. If you have to move the equipment (for example, to add paper), make sure that all devices remain within the range of operation to maintain the connection.

If the connection is interrupted before your print job is complete, the HP Fast InfraRed Receiver status indicator turns off. You have up to 40 seconds to correct the interruption and continue the job. If the connection is resumed within this time, the status indicator lights up again.

Interrupting and resuming printing

The job interrupt and resume feature lets you temporarily stop the current print job in order to print another job through a FIR connection. When the FIR job is completed, the interrupted job resumes printing.

To interrupt the job at the printer, connect to the FIR port on the printer and send a job to the printer. The printer stops printing the current job when it reaches the end of the job it is printing. The printer then prints the job sent over the FIR connection. When the printer is done printing that job, it resumes printing the original job where it left off.

Making booklets

To make booklets easily, you can use the multifunction finisher as your output device.

You can gain access to the booklet-printing feature through some programs, such as desktop publishing programs. Refer to the user guide that came with your program for information on making booklets.

If you are using a program that does not support booklet making, you can create booklets using your HP drivers.

Note   HP recommends that you use your program to prepare and preview your document for printing, then use your HP driver to print and saddle stitch your booklet.

There are three main steps to creating a booklet from your driver:

●   Preparing your booklet: Arrange the pages on a sheet (booklet imposition) to create a booklet. You can impose your document from your program or use the booklet-printing feature in your HP driver.

●   Adding a cover: Add a cover to your booklet by selecting a different first page using a different paper type. You can also add a cover of the same paper type as your booklet. Booklet covers must be the same size as the rest of the sheets. However, the covers may be a different weight from the rest of the booklet.

●   Saddle stitching: Paper must be fed into the product short edge first. The multifunction finisher staples the center of your booklet (saddle stitching). If your booklet is only one sheet of paper, the finisher will fold the sheet, but not staple it. If the booklet consists of more than one sheet of paper, the finisher will staple and then fold up to 10 sheets per booklet.

The booklet-printing feature of the multifunction finisher allows you to saddle stitch and fold booklets using the following paper sizes:

●   A3

●   A4

●   Letter

●   Legal

●   Ledger

See the *multifunction finisher use* guide at www.hp.com/lj9000 for detailed information on making booklets.