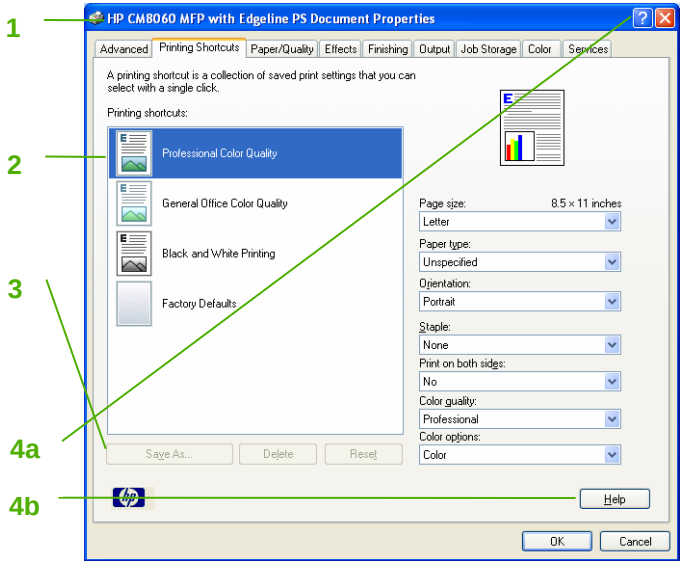
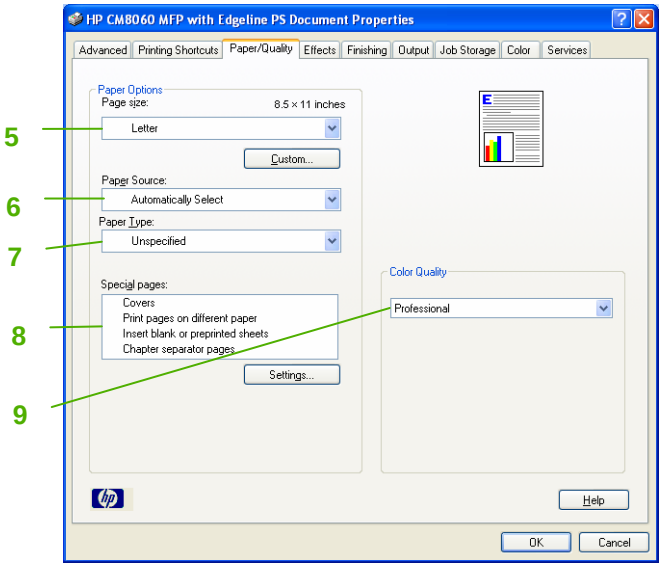
HP CM8060/CM8050 Color MFP with Edgeline Technology PS – Printing

How do I	Steps to perform
1 Access the printer driver.	Click on **File**, **Print** in your application, and choose **Properties**.
2 Use a printing shortcut	Click on the **Printing Shortcuts** tab. Select one of the defined shortcuts or custom printing shortcuts, and then click **OK** to print the job with the specific printer-driver settings.
3 Create a custom printing shortcut	Select one of the defined shortcuts as a base. Select the appropriate print settings on the **Printing Shortcuts** tab, or by using the settings on any of the **Printing Preferences** tabs. Click **Save As**, type a name for the custom printing shortcut, and then click **OK**.
4 Get help for any printing option.	Click the **question mark** (**4a**), then click on a print control to display a pop-up help message for that control or click **Help** (**4b**) for on-line help.



How do I	Steps to perform
5 Select a page size.	Click on the **Paper/Quality** tab, and then click the **Paper size** drop-down menu, then select a paper size. Click **Custom** if the paper size you want is not in the menu.
6 Select a paper source.	Click the **Paper Source** drop-down menu, then select a paper tray. Use Manual Feed for printing special media such as transparencies, labels, or envelopes.
7 Select a paper type.	Click the **Paper Type** drop-down menu, then select a paper type.
8 Select special pages	Select an option in the **Special pages** list box, and then click **Settings**. Use the **Settings** dialog box to control the settings for the special pages of the print job.
9 Select color quality	Click the **Color Quality** drop-down menu, then select a color quality.



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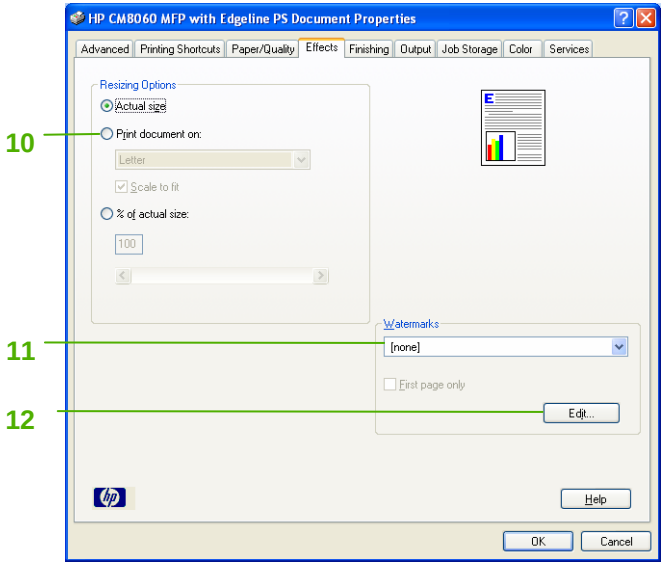
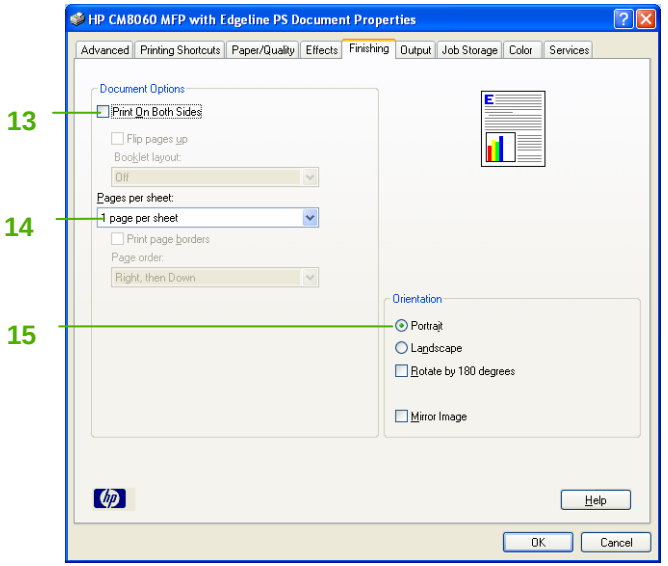
How do I	Steps to perform
10 Scale a page to fit on a selected paper size.	Click on the **Effects** tab, click on the **Print Document On**, select a paper size, and then click **Scale to Fit**.
11 Print a watermark.	Click on the **Watermarks** drop-down menu, and then select an existing watermark.
12 Add or edit watermarks (the printer driver must be stored on your PC for this to work).	Click **Edit**. Highlight an existing watermark and make adjustments to its angle and font attributes. Click **New** to add a new watermark, and then type in a new name. Click **OK** to save the settings.



How do I	Steps to perform
13 Print on both sides (Duplex).	Click on the **Finishing** tab, and then click **Print on Both Sides**. If you will bind the document along the top, click **Flip Pages Up**.
14 Print multiple pages per sheet.	Select a number (between 1 and 16) in the **Pages Per Sheet** drop down menu. Click **Print Page Borders** to add a box around each printed page. You can also change the **Page Order**.
15 Select page orientation.	Select an option in the **Orientation** box. In addition to the **Portrait** and **Landscape** orientation options, you can select the **Rotate by 180 degrees** check box. This creates a landscape or portrait orientation in which the image is rotated 180°.This setting is useful for printing prepunched paper.



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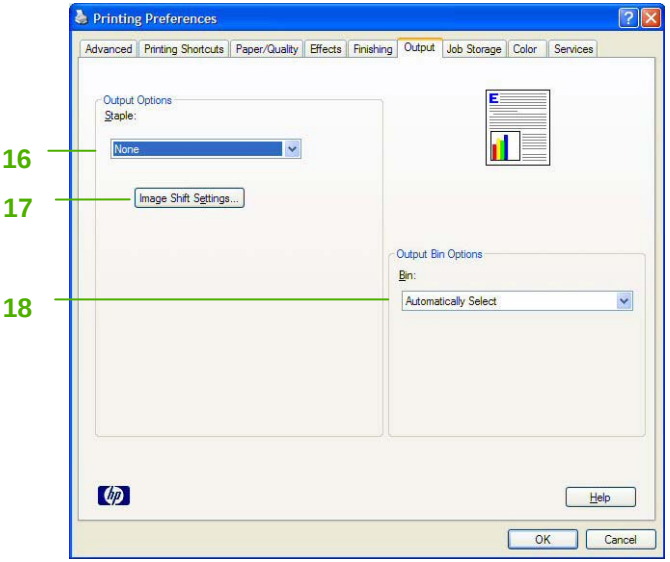
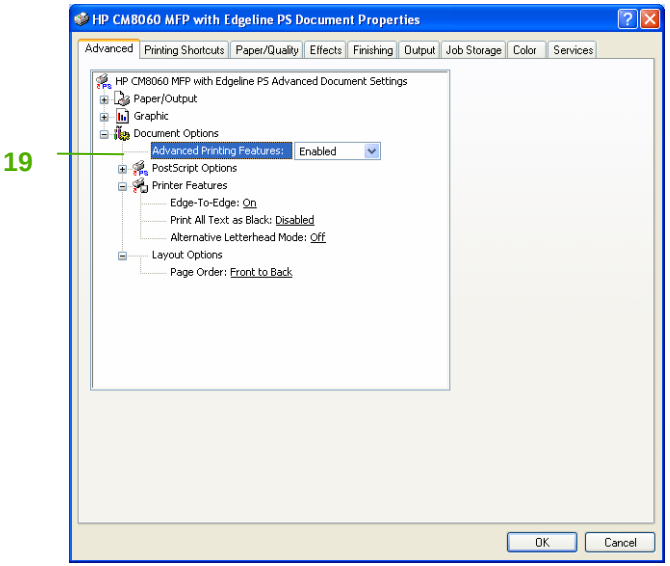
How do I	Steps to perform
16 Select staple output options.	Click on the **Output** tab. Use the **Output Options** drop-down menu to determine whether the print job should be stapled. The available output options depends on the accessory output bin or optional finisher installed on the device.
17 Select image shift settings.	Click **Image Shift Settings** to open the **Image Shift** dialog box. Use the **Image Shift** dialog box to shift the image on the page. This is useful when binding the document or using 3–hole punch.
18 Select output bin.	Use the **Output Bin Options** to determine where the print job should exit the device. The available output bin options depends on the accessory output bin or optional finisher installed on the device.



How do I	Steps to perform
19 Select advanced printing options.	Click on the **Advanced** tab. Select options under the **Paper/Output**, **Graphic**, or **Document Options** sections. Click a current setting to activate a drop-down list or spin box where you can enter a new value. Click **OK** when finished. For example, to change the order of pages as they print, click the arrow by Layout Options, and then select **Page Order: Front to Back** (page 1 is on the top of the stack) or **Back to Front** (page 1 is on the bottom of the stack).



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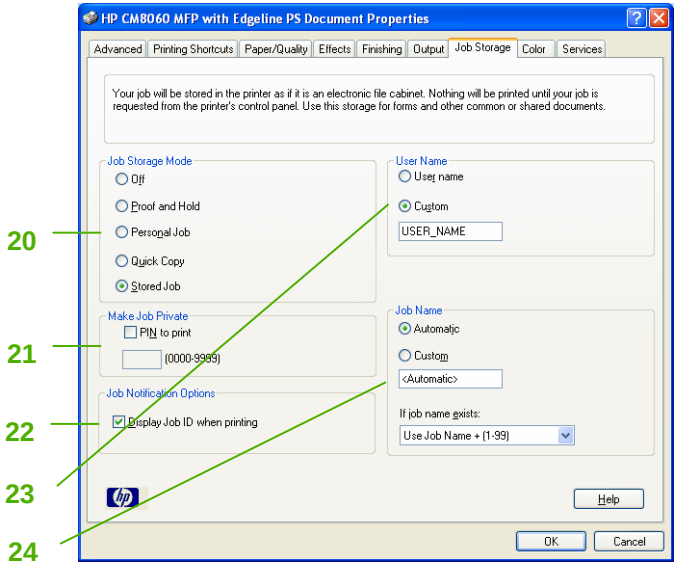
How do I	Steps to perform
20 Specify job storage mode.	Click the **Job Storage** tab. Use the Job Storage Mode options to store documents at the device and then control their printing at the device control panel. Select a mode from the **Job Storage Mode** area.
21 Make a job private (must select **Personal Job** or **Stored Job**).	Select the **PIN to Print** box, then type a four-digit PIN number in the box provided. The stored job is sent to the device, where the user must type the four-digit PIN on the control panel to retrieve the stored job.
22 Display job information (must select job storage mode other than **Off**).	The **Display Job ID when printing** option opens a pop-up dialog box when the job-storage print job is printed. The dialog box shows the user name and job name that are associated with the stored print job, as well as the device name, port, and location.
23 Specify the job user name (must select **Display Job ID when printing**).	Select **User name** to use the default Windows user name or select **Custom** and enter a custom value in the text box.
24 Specify job name (must select **Display Job ID when printing**)	Select **Automatic** to use the existing job name, application name, or timestamp. Select **Custom** to specify a custom name in the provided text box. Select a value from the **If job name exists** drop-down list to specify what happens a job with the same name already exists in the device. You can choose to overwrite the job or add an incremented number to the new job name to make the name unique.



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