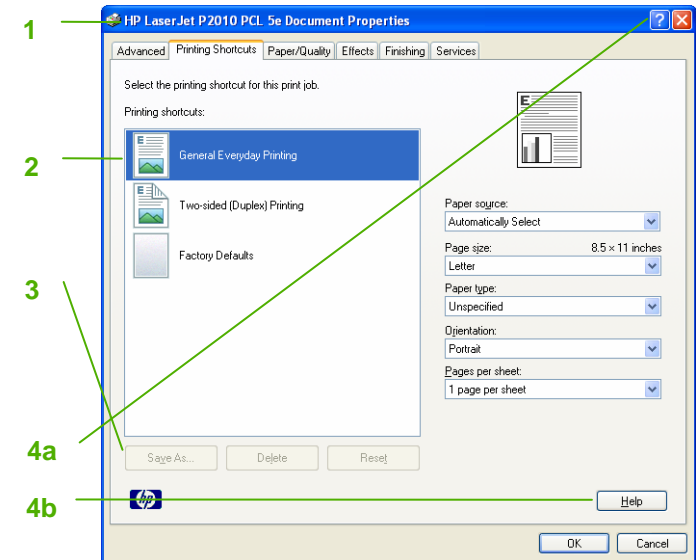


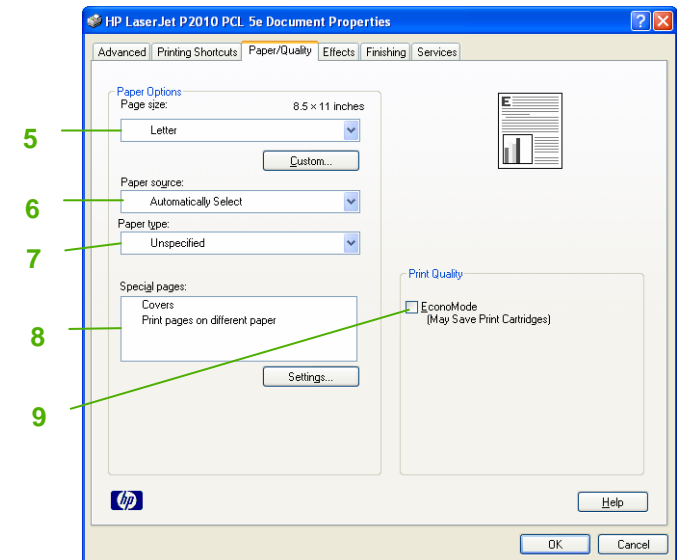
# HP LaserJet P2010 Series PCL – Printing



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



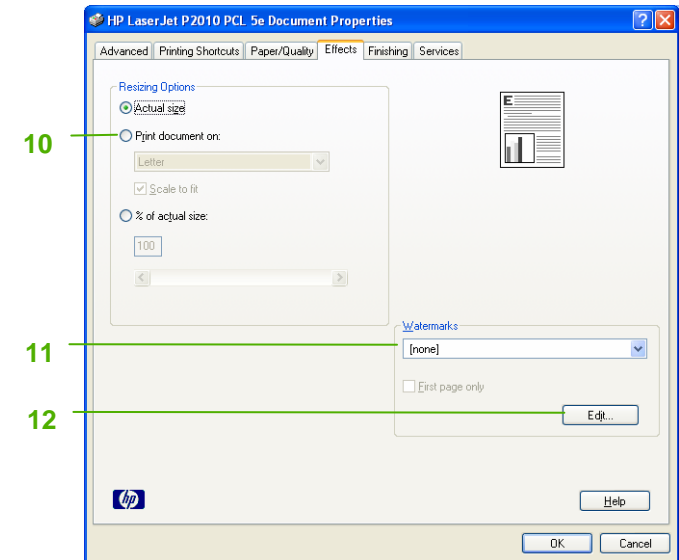
How do I	Steps to perform
5 Select a page size.	Click on the <b>Paper/Quality</b> tab, and then click the <b>Paper size</b> drop-down menu, then select a paper size. Click <b>Custom</b> if the paper size you want is not in the menu.
6 Select a paper source.	Click the <b>Paper Source</b> drop-down menu, 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 <b>Paper Type</b> drop-down menu, then select a paper type.
8 Select special pages	Select an option in the <b>Special pages</b> list box, and then click <b>Settings</b> . Use the <b>Settings</b> dialog box to control the settings for the special pages of the print job.
9 Print using Economode (to save toner).	Click <b>Economode</b> .



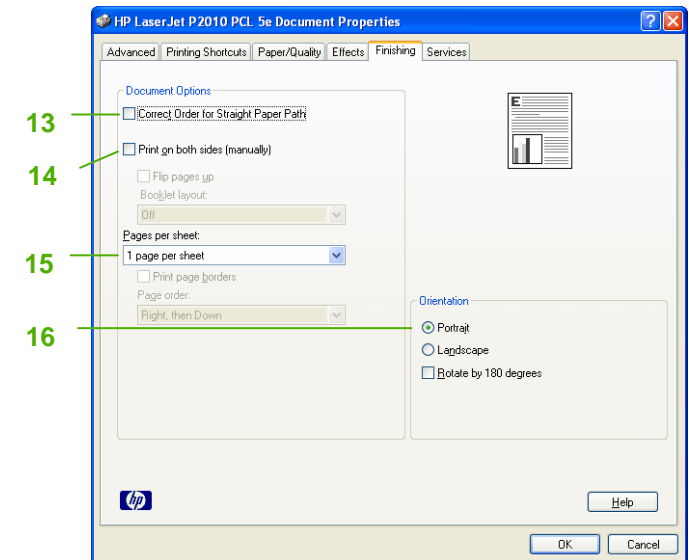
# HP LaserJet P2010 Series PCL – Printing



How do I	Steps to perform
10 Scale a page to fit on a selected paper size.	Click on the <b>Effects</b> tab, click on the <b>Print Document On</b> , select a paper size, and then click <b>Scale to Fit</b> .
11 Print a watermark.	Click on the <b>Watermarks</b> 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 <b>Edit</b> . Highlight an existing watermark and make adjustments to its angle and font attributes. Click <b>New</b> to add a new watermark, and then type in a new name. Click <b>OK</b> to save the settings.



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





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

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