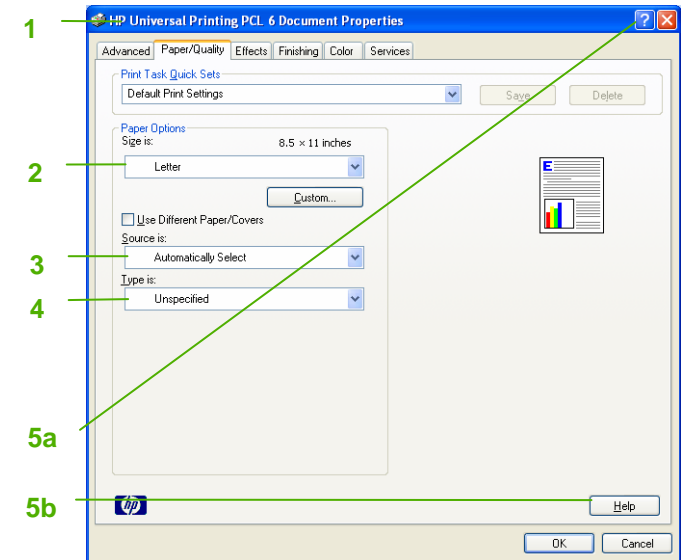


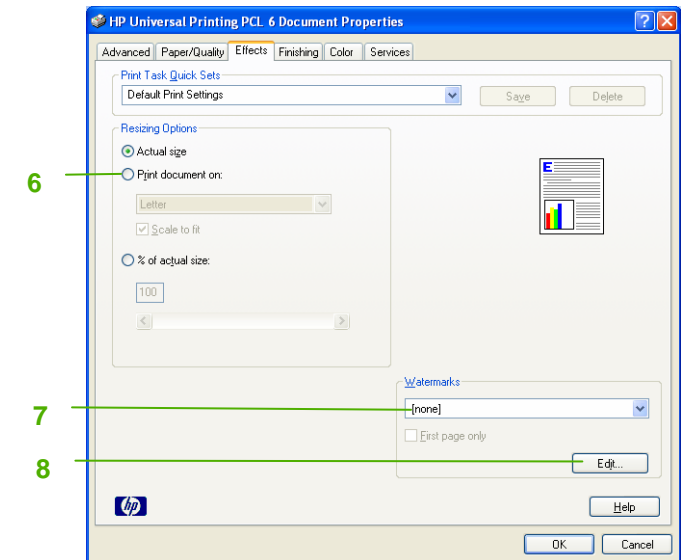
HP LaserJet P2010 Series UPD PCL – Printing



How do I	Steps to perform
1 Access the printer driver.	Click on File, Print in your application, and choose Properties .
2 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.
3 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.
4 Select a paper type.	Click the Paper Type drop-down menu, then select a paper type.
5 Get help for any printing option.	Click the question mark (5a) , then click on a print control to display a pop-up help message for that control or click Help (5b) for on-line help.



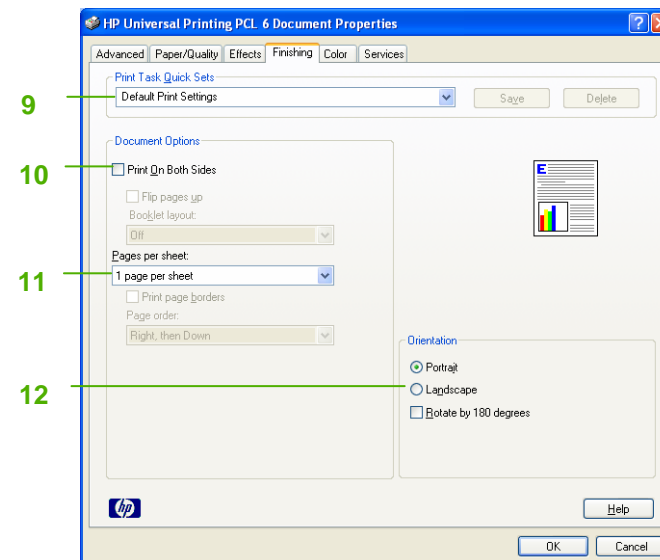
How do I	Steps to perform
6 Scale a page to fit on a selected paper size.	Click on the Effects tab, click on the Print Document On , select a paper size, and then click Scale to Fit .
7 Print a watermark.	Click on the Watermarks drop-down menu, and then select an existing watermark.
8 Add or edit watermarks (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.



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How do I	Steps to perform
9 Save a Quick Set (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Quick Set, type a name in the Print Task Quick Sets field and click Save . To delete a Quick Set, display it in the Quick Sets field and click Delete .
10 Print on both sides manually (Duplex).	Click on the Finishing tab, and then click Print on Both Sides (Manually) . If you will bind the document along the top, click Flip Pages Up .
11 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 .
12 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.



How do I	Steps to perform
13 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).

