HP LJ M3035mfp PCL6 - 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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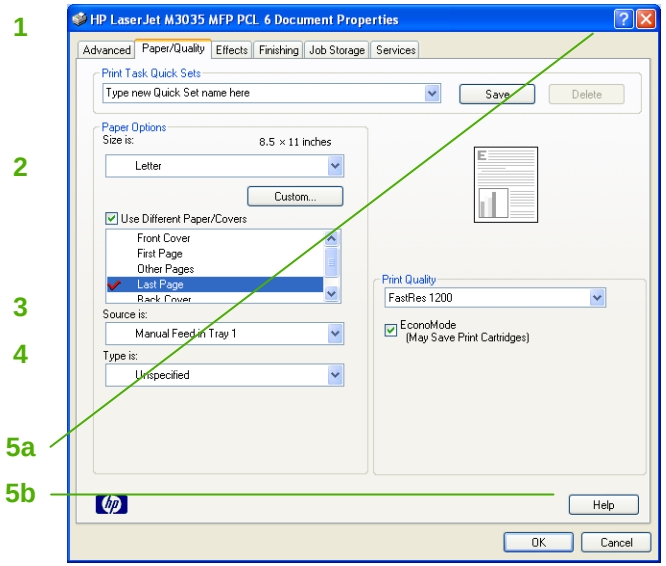

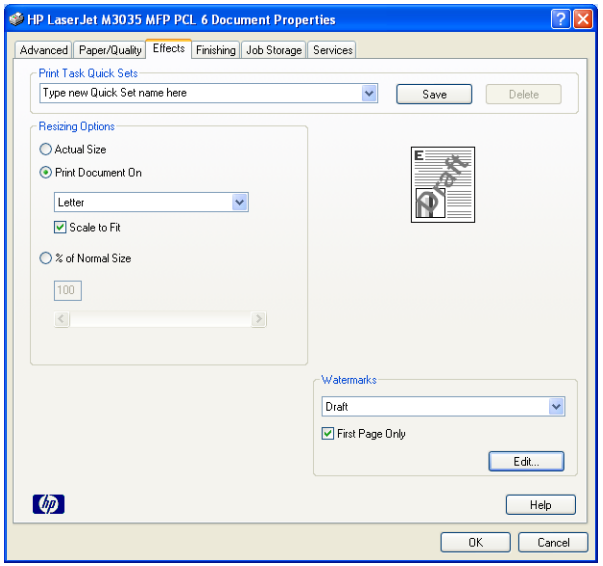

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How do I	Steps to perform
9 Save a Quick Set (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Quick Set, type a name in the **Print Task Quick Sets** field and click **Save**. To delete a 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.

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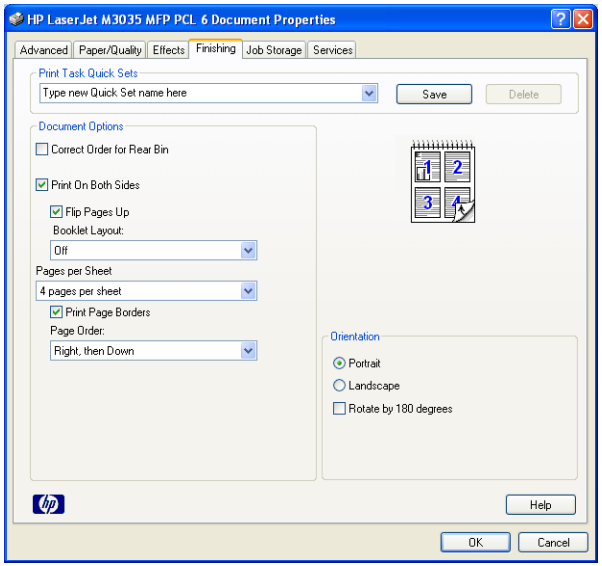

How do I	Steps to perform
13 Select advanced printing options.	Click on the **Advanced** tab. Select options under the **Paper/Output**, **Graphic**, or **Document Options** sections. Click a current setting to activate a drop-down list or spin box where you can enter a new value. Click **OK** when finished. 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).

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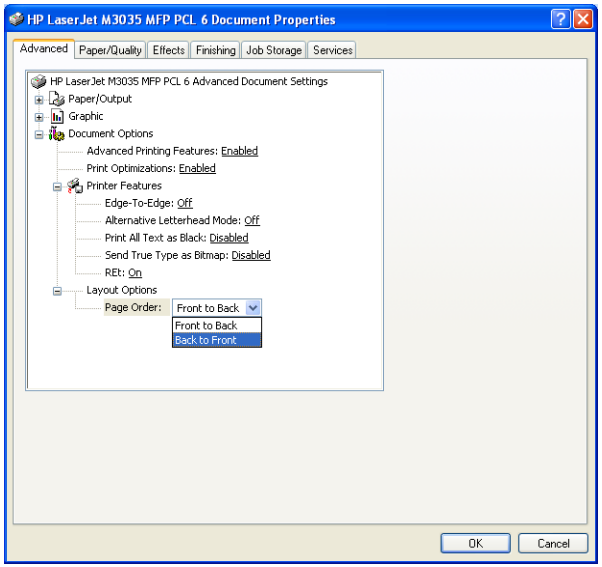

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How do I	Steps to perform
14 Print a proof and hold job (One copy prints for you to proof).	Click on **Job Storage** tab, then select **Proof and Hold**. Enter your name and a job name, then click **OK**.
15 Print a Private job (Nothing prints until physically selected at the printer using the control panel.).	Click on **Job Storage** tab, then select **Private Job**. Enter your name and a job name, and a 4-digit Personal Identification Number (PIN), then click **OK**.
16 Print a quick copy job (Jobs are printed and then stored temporarily on the hard disk.).	Click on **Job Storage** tab, then select **Quick Copy**. Enter your name and a job name, then click **OK**.
17 Print a stored job (Nothing prints until physically selected at the printer using the control panel. You can optionally set a 4-digit PIN.).	Click on **Job Storage** tab, then select **Stored Job**. Enter your name and a job name. If you want to assign a PIN, click **Require PIN to Print** then enter a 4-digit Personal Identification Number (PIN). Click **OK**.

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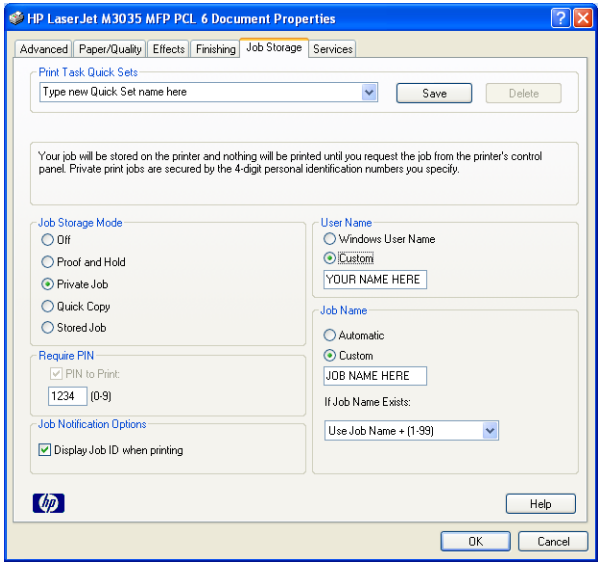

How do I	Steps to perform
18 Run printer services.	Click on the **Services** tab and click any of the buttons. Selecting a service opens a Web browser and displays Services: **Online Diagnostic Tools** – tools to help you diagnosis device problems. **Support and Troubleshooting** – to the hp support page for the printer. **Product Manuals** - to an hp support page where you can view and download manuals. **Check for Driver Updates** – to hp.com and checks to see if you have the latest print driver. **Order Supplies** – to an hp support page where you can order supplies. **Show me how** – to tips on how to use your device.

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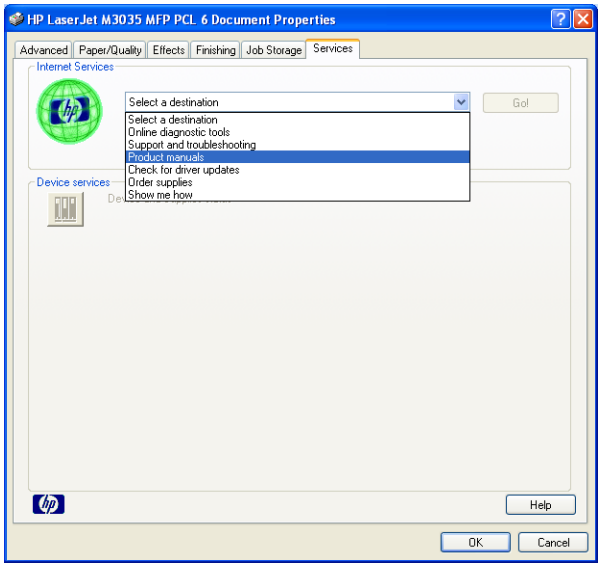

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