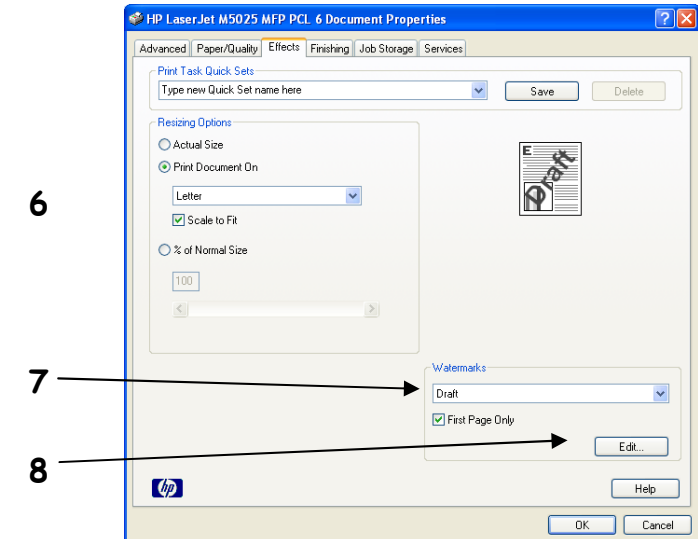
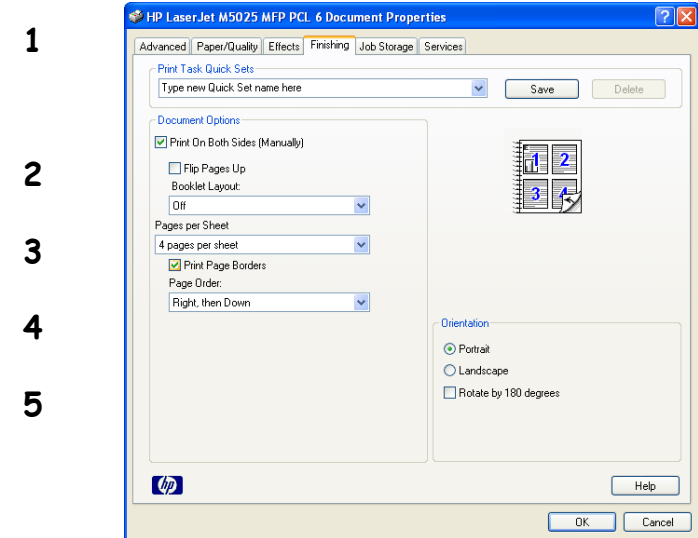


hp LaserJet M5025 mfp PCL 6 – Printing

<i>How do I:</i>	<i>Steps to perform</i>
1. Access the printer driver.	Click on File, Print in your application, and choose Properties .
2. Print on both sides.	Click on the Finishing tab, then click Print on Both Sides . If you will bind the document along the top, click Flip Pages Up .
3. Print booklets.	Select a booklet style from the Booklet Layout dropdown menu. Print On Both Sides must be selected for this option.
4. Print multiple pages per sheet.	Select a number (between 1 and 16) in the Pages Per Sheet spin control. Click Print Page Borders to add a box around each printed page. You can also change the page order .
5. Set the print orientation.	Click on the Finishing tab, then select Portrait or Landscape . Click Rotate by 180 degrees to print envelopes if the return address smears when printing.

<i>How do I:</i>	<i>Steps to perform</i>
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, then click Scale to Fit .
7. Print a watermark.	Click on the Watermarks dropdown menu, 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 . Click New to add a new watermark, then type in a new name. Highlight an existing watermark and make adjustments to its angle and font attributes. Click OK to save the settings.

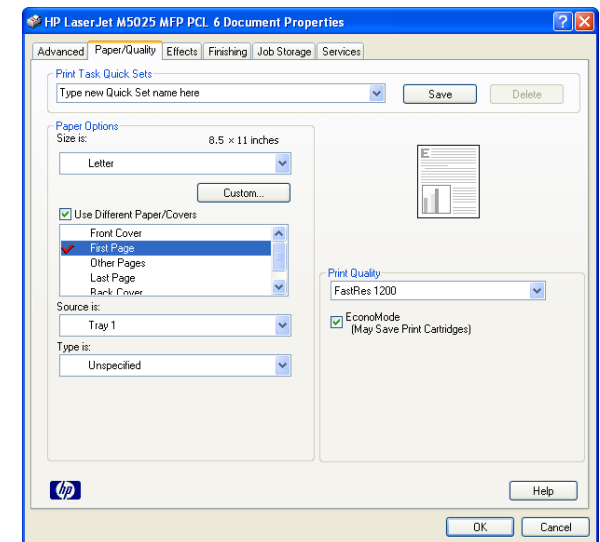


hp LaserJet M5025 mfp PCL 6 – Printing

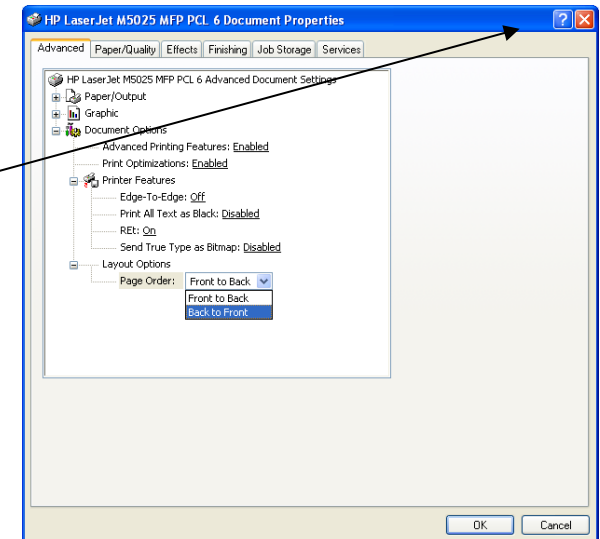
<i>How do I:</i>	<i>Steps to perform</i>
9. Save a Quick Set (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Quick Set, type a name in the Print Task Quick Sets field and click Save . To delete a Quick Set, display it in the Print Task Quick Sets field and click Delete .
10. Print different first and last pages.	Click Use Different Paper/Covers , then select a size , type , or source for the first, last, and other pages.
11. Select a paper source.	Click the Source is dropdown menu, then select a paper tray. Use Manual Feed for printing special media such as transparencies, labels, or envelopes.
12. Select a paper type (the media type should be in a paper tray and set using the printer control panel).	Click the Type is dropdown menu, then select a paper type.

<i>How do I:</i>	<i>Steps to perform</i>
13. Set Advanced options.	Click on the Advanced tab, click on an option. Choose a setting in the dropdown menu that appears by the option. You can select options for Paper/Output , Graphic , Documents Options , and Layout Options .
14. Get help for any printing option.	While in any tab, click the question mark in the upper-right side of the top border, then click on a print control. A pop-up message displays help for that control. Click again to remove the pop-up message. Click Help for on-line help.

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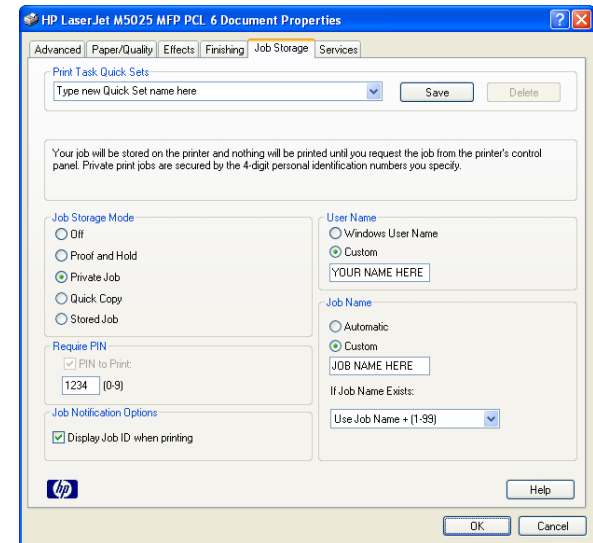
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hp LaserJet M5025 mfp PCL 6 – Printing

<i>How do I:</i>	<i>Steps to perform</i>
15. 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 .
16. 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 .
17. 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 .
18. 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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<i>How do I:</i>	<i>Steps to perform</i>
19. 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 - 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 - hp.com and checks to see if you have the latest print driver. Order Supplies - an hp support page where you can order supplies. Show me how - tips on how to use your device.

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