

Create a booklet

How do I?	Steps to perform		
Create a booklet	1 On the File menu in the software program, click Print .		
	2 Select the driver, and then click Properties or Preferences .		
	3 Click the Finishing tab.	3	HP LaserJet M1319f MFP Printing Preferences Advanced Paper/Quality Effects Finishing Services Print Task Quick Sets Unitited Save
	4 Select Print On Both Sides (Manually).	4	Document Options Print On Both Sides (Manually) Flip Pages Up Booklet Printing Lett Edge Binding S.5 bull inches
	5 In the drop-down box for Booklet Printing, select either Left Edge Binding or Right Edge Binding. The Pages per Sheet setting automatically changes to 2 pages per sheet.	5	Pages per Sheet Orientation Print Page Borders Page Order: C Landscape
	6 Click OK.	6	Right, then Down





Print a different first or last page

How do I?	Steps to perform	
Use different paper and print covers	1 On the File menu in the software program, click Print .	
	 Select the driver, and then click Properties or Preferences. 	
	3 On the Paper/Quality tab, select the appropriate paper.	Advanced Paper/Quality Effects Finishing Services Print Task Quick Sets Unitiled Save
	4 Click Use Different Paper/Covers.	4 Paper Options Size is: └Letter
	5 Select the pages that you want to use to print specific pages on different paper.	5 Unter Fages Last Page Back Cover V Add a Blank or Preprinted Cover Source is: Auto Select Type is:
	6 To print front or back covers, select Add Blank or Preprinted Cover.	6 Plain Paper C EconoMode (May Save Print Cartridges)
NOTE: The paper size must be the same for all pages of the print job.	7 Click OK .	OK Cancel Apply Help





Print on different page sizes

How do I?	Steps to perform
Select a page size	1 On the File menu in the software program, click Print.
	2 Select the driver, and then click Properties or Preferences .
	3 On the Paper/Quality tab, select the size from the Size is drop-down list. 3 ♦ HP LaserJet M1319f MFP Printing Preferences ? X
	4 Click OK.





Use features in the Windows driver

How do I?	Steps to perform	
Open the printer driver	On the File menu in the software program, click Print . Select the printer, and then click Properties or Preferences .	HP LaserJet M1319f MFP Printing Preferences Advanced Paper/Quality Effects Finishing Services Print Task Quick Sets Replace Replace
Get help for any printing option	 In the printer driver Properties dialog box, click the Help button. Press the F1 key on the computer keyboard. Click the question-mark symbol in the upper-right corner of the printer driver. Right-click on any item in the driver, and then click What's This?. 	Copies Copies Printer Features Print Al Text as Black REI REI
		OK Cancel Apply Help
Create a printing shortcut	 Click the Paper/Quality tab. Choose your paper options and/or print quality. Create a name for the shortcut in the Print Task Quick Sets drop-down list. 	HD Laser Jet M13191 MFP Printing Preferences Advanced Paper/Quality Print Task Quick Sets Sove Paper Options Size it: Logal Use Differer Paper/Coves Source it: Auto Select Type it: Plain Paper Pirkt Quality FastRes 1200 EconoMode (May Save Print Cathidges) OK Cancel Apply Help







How do I?	Steps to perform	
Cancel a print job from the product control panel	To cancel the print job, press and release Cancel on the product control panel.	
	NOTE: Pressing Cancel clears the job that the product is currently processing. If more than one process is running (for example, the product is printing a document while receiving a fax), pressing Cancel clears the process that currently appears on the product control panel.	
	Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.	
Cancel a print job from the Windows print queue	 Windows 2000: Go to the Printer dialog box. Click Start, click Settings, and then click Printers. Double- click the product icon to open the window, select the print job, and then click Delete. 	
	 Windows XP: Click Start, click Settings, and then click Printers and Faxes. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel. 	
	 Windows Vista: Click Start, click Control Panel, and then, under Hardware and Sound, click Printer. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel. 	
	 Macintosh print queue: Open the print queue by double-clicking the product icon in the dock. Highlight the print job, and then click Delete. 	





Print on both sides (duplex)

How do I?	Steps to perform
Print on both sides of the paper (duplex printing)	 In the software program, open the properties (printer driver).
NOTE: If the Print on Both Sides option is dimmed or unavailable, open the properties (printer driver). On the Device Settings tab or the Configure tab, select Allow Manual Duplexing, and then click OK. Repeat steps 1 and 2.	 2 On the Finishing tab, select Print on Both Sides (Manually). 3 Print the document.
	4 After one side has been printed, remove the remaining media from the input tray, and set it aside until after you finish the duplexing job.







How do I?	Steps to perform
Print on both sides of the paper (duplex printing) (continued)	5 Without changing the orientation, remove the printed stack from the output bin, and then straighten the stack.
	6 Maintaining the same orientation, place the stack of media in the input tray again. The printed side should be facing down.
	7 On the product control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second side to print. Image: Control panel, press OK and wait for the second





Print on letterhead or pre-printed forms

How do I?	Steps to perform	
Load paper and print media	1 Open the media input tray and remove any media.	
	2 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.	
	3 Adjust the media guides to the length and width of the media.	
Print on letterhead or pre-printed forms	 On the printer driver, on the Paper/Quality tab, select the media type from the Type is: drop-down list. 	HP Laser Jet M1319f MEP Printing Preferences Xavanued Paper/Quality Effects Finishing Services Print Task Quick Sets Unitted Paper Options
	2 Print the document.	See in: Letter Use Different Paper/Covers Source in: Auto Select Type in: Letterhead
		Prink Quality FastRes 1200 Image: Consolid Constraints Image: Consolid Constraints (May Save Prink Cartridges)
		DK Carcel Apply Hep







How do I?	Steps to perform		
Supported paper types and tray	Type is	Priority input tray	Tray 1 capacity
capacity	Plain	Up to 10 sheets	Up to 250 sheets
	Color		
	Preprinted		
	Prepunched		
	Recycled		
	Light	Up to 10 sheets	Up to 260 sheets
	Envelopes	1 envelope	Up to 10 envelopes
	Labels	1 sheet	Not supported
	Bond	1 sheet	Up to 250 sheets
	Rough	1 sheet	Up to 200 sheets
	Transparencies	1 sheet	Up to 200 sheets
	Heavy	Up to 10 sheets	Not supported





Print multiple pages per sheet

How do l?	Steps to perform
Print multiple pages per sheet	You can print more than one page on a single sheet of paper. 1 On the File menu in the software program, click Print. 1 2 1 2 3 4
	2 Select the driver, and then click Properties or Preferences .
	3 Click the Finishing tab. 3 HP Laser Jet M1319f MFP Printing Preferences Advanced Paper/Quality Electer Finishing Services Print Task Quick Sets United
	 In the Document Options drop-down list, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).
	 5 If the number of pages is greater than 1, select the correct options for Print page borders and Page order. If you need to change the page orientation, click Portrait or Landscape.
	 6 Click OK. The product is now set to print the number of pages per sheet that you have selected.





Select page orientation

How do I?	Steps to perform	
Select page orientation	 On the File menu in the software program, click Print. 	
	 Select the driver, and then click Properties or Preferences. 	
	3 On the Finishing tab, select either Portrait or Landscape in the Orientation section.	HP Laser Jet M1319f MFP Printing Preferences Advanced Paper/Quality Effects Finishing Services Print Task Quick Sets Decoment Options Print De Both Sides (Manually)
	4 Click OK.	4 Booklet Printing Dif Page Darder Page Darder Right, then Down Concel Apply Help





Print on special paper, labels, or transparencies

How do I?	Steps to perform
Load paper and print media	1 Open the media input tray and remove any media.
	2 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.
	3 Adjust the media guides to the length and width of the media.
Print on special paper, labels, or transparencies	1 On the printer driver, on the Paper/Quality tab, select the media type from the Type is: drop-down list.
CAUTION: Be sure to set the correct media type in the product settings. The product adjusts the fuser temperature according to the media type setting. When printing on special media such as transparencies or labels, this adjustment prevents the fuser from damaging the media as it passes through the product.	2 Print the document.
	DK Cancel Apply Heb







How do I?	Steps to perform		
Supported paper types and tray capacity	Type is	Priority input tray	Tray 1 capacity
	Plain	Up to 10 sheets	Up to 250 sheets
	Color		
	Preprinted		
	Prepunched		
	Recycled		
	Light	Up to 10 sheets	Up to 260 sheets
	Envelopes	1 envelope	Up to 10 envelopes
	Labels	1 sheet	Not supported
	Bond	1 sheet	Up to 250 sheets
	Rough	1 sheet	Up to 200 sheets
	Transparencies	1 sheet	Up to 200 sheets
	Heavy	Up to 10 sheets	Not supported

