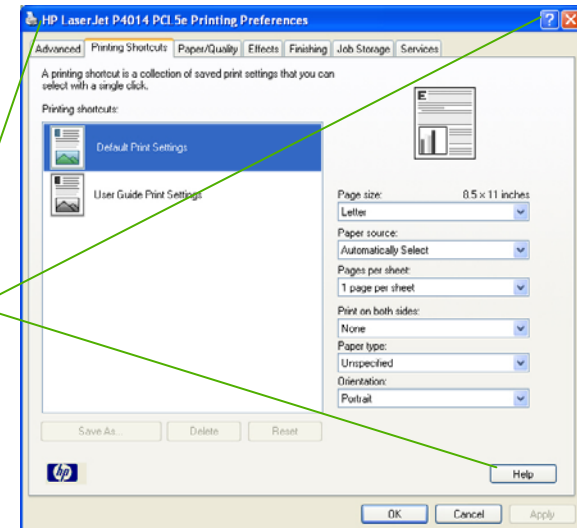


HP LaserJet P4010 and P4510 Series Printers UPD PCL 5 – Printing

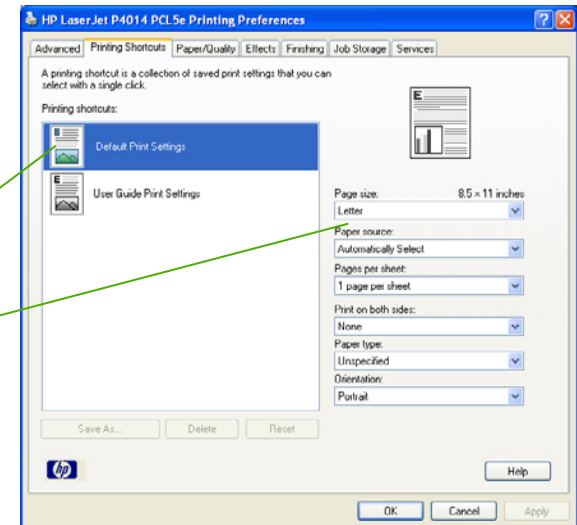


How do I	Steps to perform
1 Open the printer driver	On the File menu in the software program, click Print . Select the printer, and then click Properties or Preferences .
2 Get help for any printing option	Click the ? symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click Help to open the online Help.



To perform the following tasks, open the printer driver and click the **Printing Shortcuts** tab.

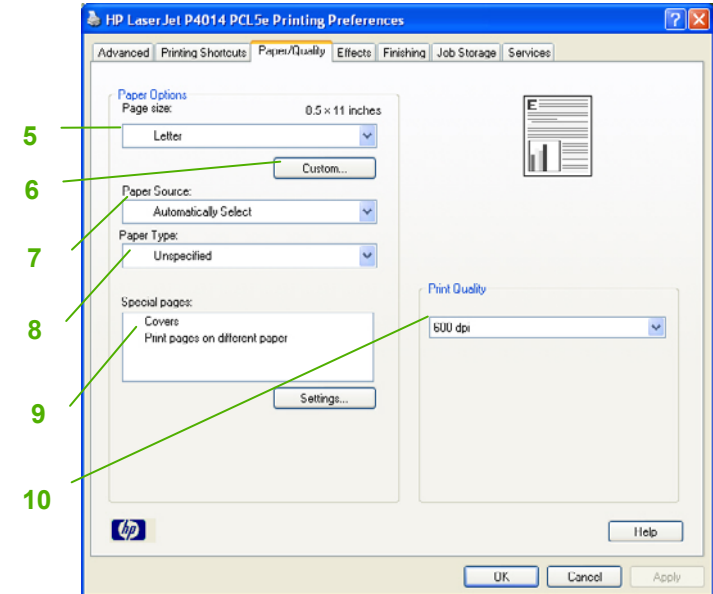
How do I	Steps to perform
3 Use a printing shortcut	Select one of the shortcuts, and then click OK to print the job with the predefined settings.
4 Create a custom printing shortcut	a) Select an existing shortcut as a base. b) Select the print options for the new shortcut. c) Click Save As , type a name for the shortcut, and click OK .





To perform the following tasks, open the printer driver and click the **Paper/Quality** tab.

How do I	Steps to perform
5 Select a page size	Select a size from the Paper size drop-down list.
6 Select a custom page size	a) Click Custom . The Custom Paper Size dialog box opens. b) Type a name for the custom size, specify the dimensions, and click OK .
7 Select a paper source	Select a tray from the Paper source drop-down list.
8 Select a paper type	Select a type from the Paper type drop-down list.
9 Print covers on different paper Print the first or last page on different paper	a) In the Special pages area, click Covers or Print pages on different paper , and then click Settings . b) Select an option to print a blank or preprinted front cover, back cover, or both. Or, select an option to print the first or last page on different paper. c) Select options from the Paper source and Paper type drop-down lists, and then click Add . d) Click OK .
10 Adjust the resolution of printed images	In the Print Quality area, select an option from the drop-down list. See the printer-driver online Help for information about each of the available options.

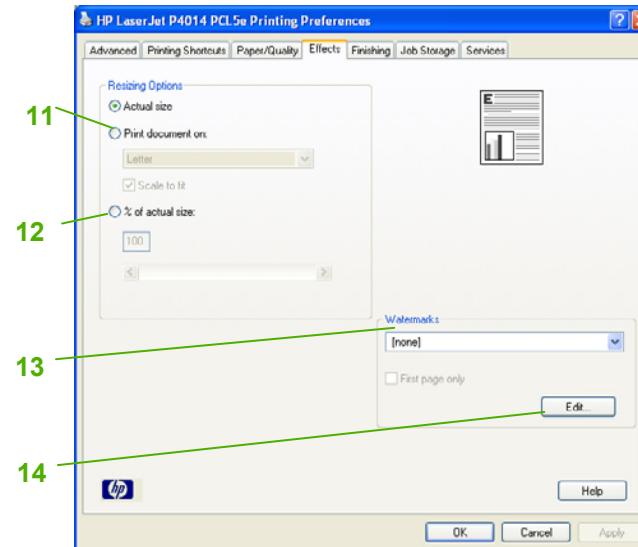


HP LaserJet P4010 and P4510 Series Printers UPD PCL 5 – Printing



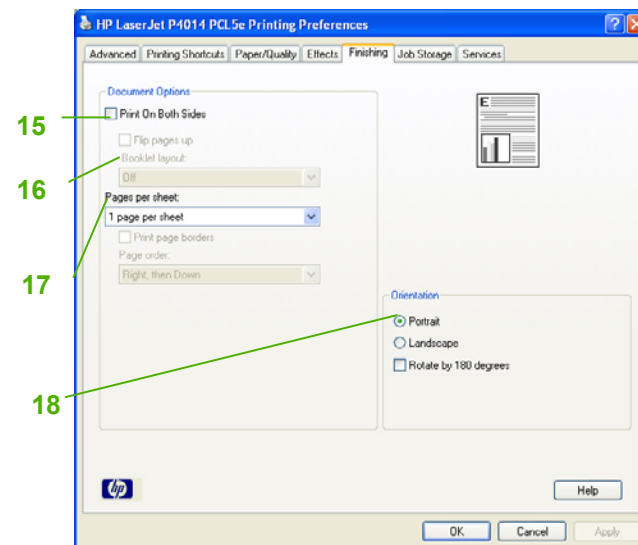
To perform the following tasks, open the printer driver and click the **Effects** tab.

How do I	Steps to perform
11 Scale a page to fit on a selected paper size	Click Print document on , and then select a size from the dropdown list.
12 Scale a page to be a percent of the actual size	Click % of actual size , and then type the percent or adjust the slider bar.
13 Print a watermark	a) Select a watermark from the Watermarks drop-down list. b) To print the watermark on the first page only, click First page only . Otherwise, the watermark is printed on each page.
14 Add or edit watermarks NOTE: The printer driver must be stored on your computer or this to work.	a) In the Watermarks area, click Edit . The Watermark Details dialog box opens. b) Specify the settings for the watermark, and then click OK .



To perform the following tasks, open the printer driver and click the **Finishing** tab.

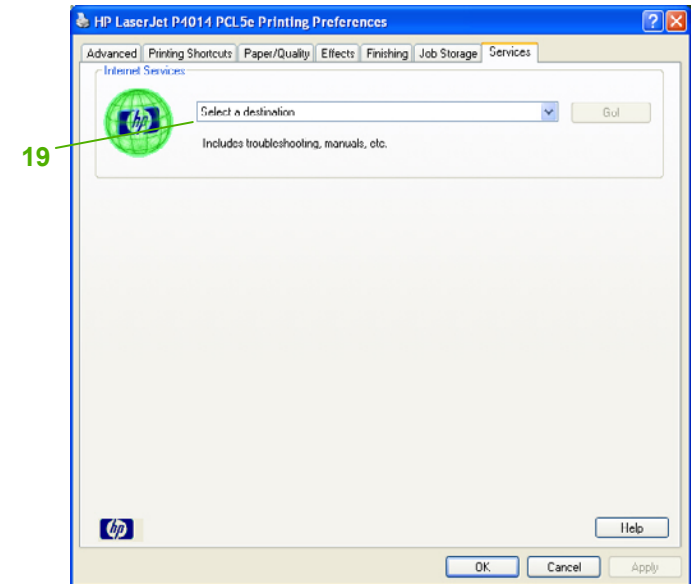
How do I	Steps to perform
15 Print on both sides (Duplex)	Click Print on both sides . If you will bind the document along the top edge, click Flip pages up .
16 Print a booklet	a) Click Print on both sides . b) In the Booklet layout dropdown list, click Left binding or Right binding . The Pages per sheet option automatically changes to 2 pages per sheet .
17 Print multiple pages per sheet	a) Select the number of pages per sheet from the Pages per sheet drop-down list. b) Select the correct options for Print page borders , Page order , and Orientation .
18 Select page orientation	a) In the Orientation area, click Portrait or Landscape . b) To print the page image upside down, click Rotate by 180 degrees .





To perform the following tasks, open the printer driver and click the **Services** tab.

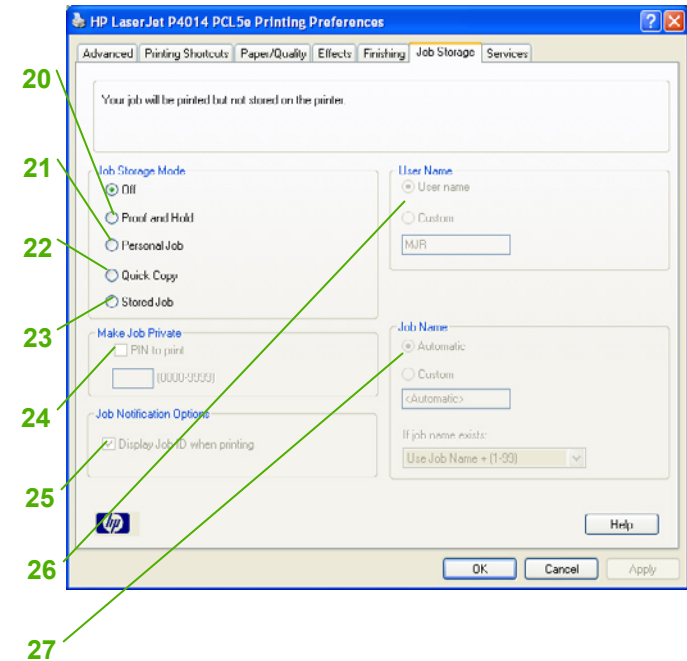
How do I	Steps to perform
19 Obtain support information for the product and order supplies online	In the Internet Services drop-down list, select a support option, and click Go!





To perform the following tasks, open the printer driver and click the **Job Storage** tab.

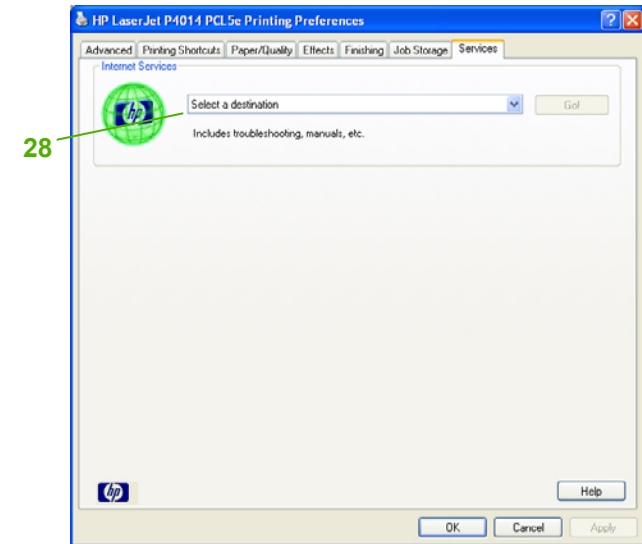
How do I	Steps to perform
20 Print one copy for proof before printing all the copies)	In the Job Storage Mode area, click Proof and Hold . The product prints the first copy only. A message appears on the product control panel that prompts you to print the rest of the copies.
21 Temporarily store a private job on the product and print it later	a) In the Job Storage Mode area, click Personal Job . b) In the Make Job Private area, enter a 4-digit personal identification number (PIN).
22 Temporarily store a job on the product NOTE: These jobs are deleted if the product is turned off.	In the Job Storage Mode area, click Quick Copy . One copy of the job is printed immediately, but you can print more copies from the product control panel.
23 Permanently store a job on the product	In the Job Storage Mode area, click Stored Job .
24 Make a permanently stored job private so that anyone who tries to print it must provide a PIN	a) In the Job Storage Mode area, click Stored Job . b) In the Make Job Private area, click PIN to print , and then enter a 4-digit personal identification number (PIN).
25 Receive notification when someone prints a stored job	In the Job Notification Options area, click Display Job ID when printing .
26 Set the user name for a stored job	In the User Name area, click User name to use the Windows default user name. To provide a different user name, click Custom and type the name.
27 Specify a name for the stored job	a) In the Job Name area, click Automatic to use the default job name. To specify a job name, click Custom and type the name. b) Select an option from the If job name exists dropdown list. Select Use Job Name + (1-99) to add a number to the end of the existing name, or select Replace Existing File to overwrite a job that already has that name.





To perform the following tasks, open the printer driver and click the **Services** tab.

How do I	Steps to perform
28 Obtain support information for the product and order supplies online	In the Internet Services drop-down list, select a support option, and click Go!





To perform the following tasks, open the printer driver and click the **Advanced** tab.

How do I	Steps to perform
<p>29 Select advanced printing options</p>	<p>In any of the sections, click a current setting to activate a dropdown list so you can change the setting.</p>
<p>30 Change the number of copies that are printed</p> <p>NOTE: If the software program that you are using does not provide a way to print a particular number of copies, you can change the number of copies in the driver.</p> <p>Changing this setting affects the number of copies for all print jobs. After your job has printed, restore this setting to the original value.</p>	<p>Open the Paper/Output section, and then enter the number of copies to print. If you select 2 or more copies, you can select the option to collate the pages.</p>
<p>31 Print colored text as black, rather than as shades of gray.</p>	<p>a) Open the Document Options section, and then open the Printer Features section. b) In the Print All Text as Black drop-down list, select Enabled.</p>
<p>32 Change the order in which pages are printed</p>	<p>a) Open the Document Options section, and then open the Layout Options section. b) In the Page Order drop-down list, select Front to Back to print the pages in the same order as they are in the document, or select Back to Front to print the pages in the reverse order.</p>

