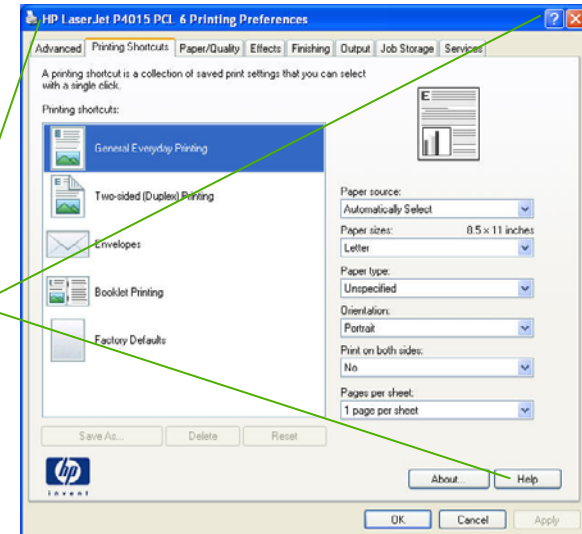


# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing

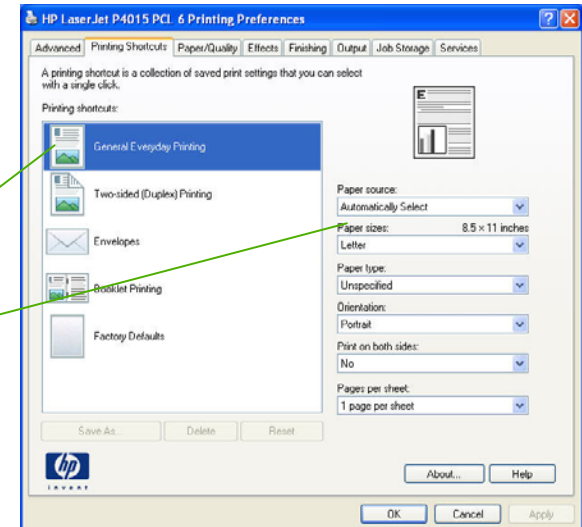


How do I	Steps to perform
1 Open the printer driver	On the <b>File</b> menu in the software program, click <b>Print</b> . Select the printer, and then click <b>Properties</b> or <b>Preferences</b> .
2 Get help for any printing option	Click the <b>?</b> symbol in the upper-right corner of the printer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

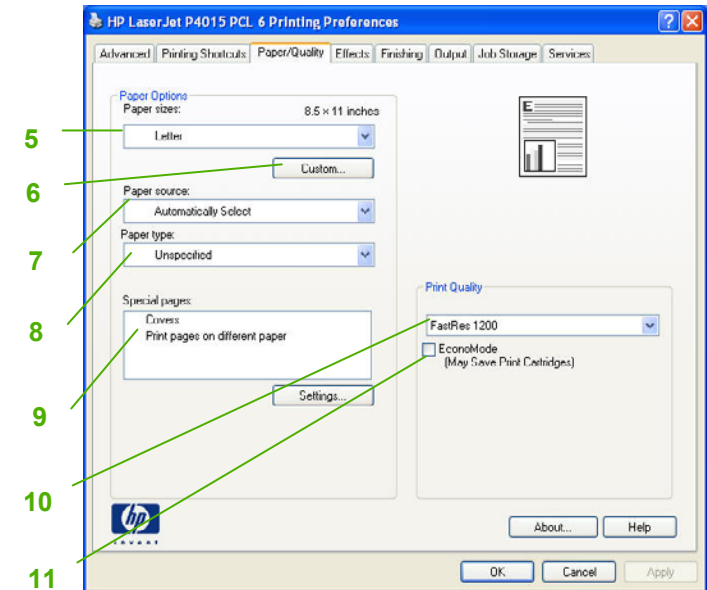


# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing



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

How do I	Steps to perform
<b>5</b> Select a page size	Select a size from the <b>Paper size</b> drop-down list.
<b>6</b> Select a custom page size	a) Click <b>Custom</b> . The <b>Custom Paper Size</b> dialog box opens. b) Type a name for the custom size, specify the dimensions, and click <b>OK</b> .
<b>7</b> Select a paper source	Select a tray from the <b>Paper source</b> drop-down list.
<b>8</b> Select a paper type	Select a type from the <b>Paper type</b> drop-down list.
<b>9</b> Print covers on different paper  Print the first or last page on different paper	a) In the <b>Special pages</b> area, click <b>Covers</b> or <b>Print pages on different paper</b> , and then click <b>Settings</b> . 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 <b>Paper source</b> and <b>Paper type</b> drop-down lists, and then click <b>Add</b> . d) Click <b>OK</b> .
<b>10</b> Adjust the resolution of printed images	In the <b>Print Quality</b> area, select an option from the drop-down list. See the printer-driver online Help for information about each of the available options.
<b>11</b> Select draft-quality printing	In the <b>Print Quality</b> area, click <b>EconoMode</b> .

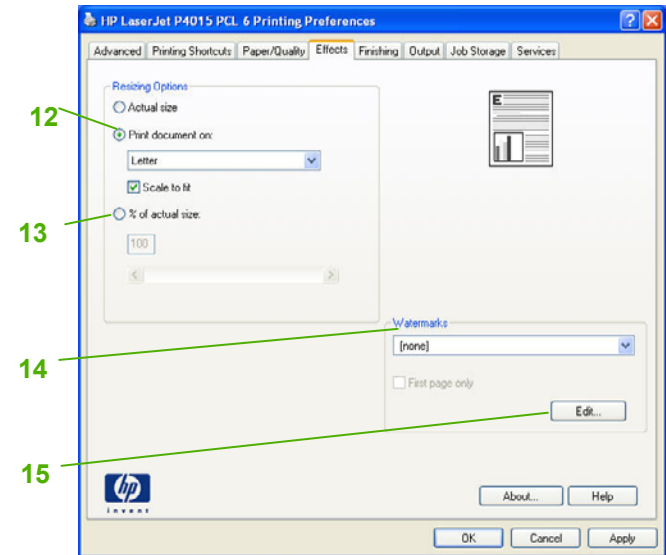


# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing



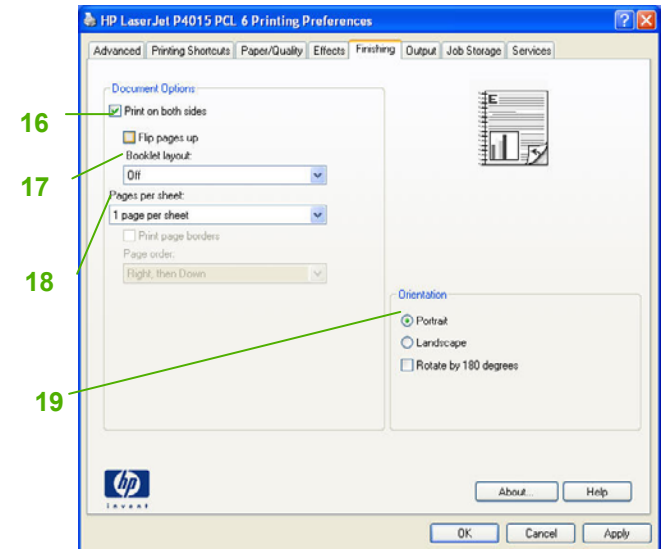
To perform the following tasks, open the printer driver and click the **Effects** tab.

How do I	Steps to perform
<b>12</b> Scale a page to fit on a selected paper size	Click <b>Print document on</b> , and then select a size from the dropdown list.
<b>13</b> Scale a page to be a percent of the actual size	Click <b>% of actual size</b> , and then type the percent or adjust the slider bar.
<b>14</b> Print a watermark	a) Select a watermark from the <b>Watermarks</b> drop-down list. b) To print the watermark on the first page only, click <b>First page only</b> . Otherwise, the watermark is printed on each page.
<b>15</b> Add or edit watermarks  <b>NOTE:</b> The printer driver must be stored on your computer for this to work.	a) In the Watermarks area, click <b>Edit</b> . <b>The Watermark Details</b> dialog box opens. b) Specify the settings for the watermark, and then click <b>OK</b> .



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

How do I	Steps to perform
<b>16</b> Print on both sides (Duplex)	Click <b>Print on both sides</b> . If you will bind the document along the top edge, click <b>Flip pages up</b> .
<b>17</b> Print a booklet	a) Click <b>Print on both sides</b> . b) In the <b>Booklet layout</b> dropdown list, click <b>Left binding</b> or <b>Right binding</b> . The <b>Pages per sheet</b> option automatically changes to <b>2 pages per sheet</b> .
<b>18</b> Print multiple pages per sheet	a) Select the number of pages per sheet from the <b>Pages per sheet</b> drop-down list. b) Select the correct options for <b>Print page borders</b> , <b>Page order</b> , and <b>Orientation</b> .
<b>19</b> Select page orientation	a) In the <b>Orientation</b> area, click <b>Portrait</b> or <b>Landscape</b> . b) To print the page image upside down, click <b>Rotate by 180 degrees</b> .

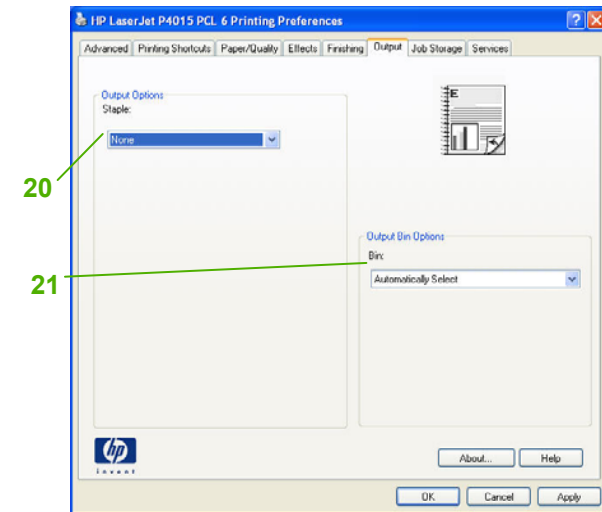


# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing



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

How do I	Steps to perform
20 Select staple options	Select a stapling option from the <b>Staple</b> drop-down list.
21 Select an output bin	Select an output bin from the <b>Bin</b> drop-down list.

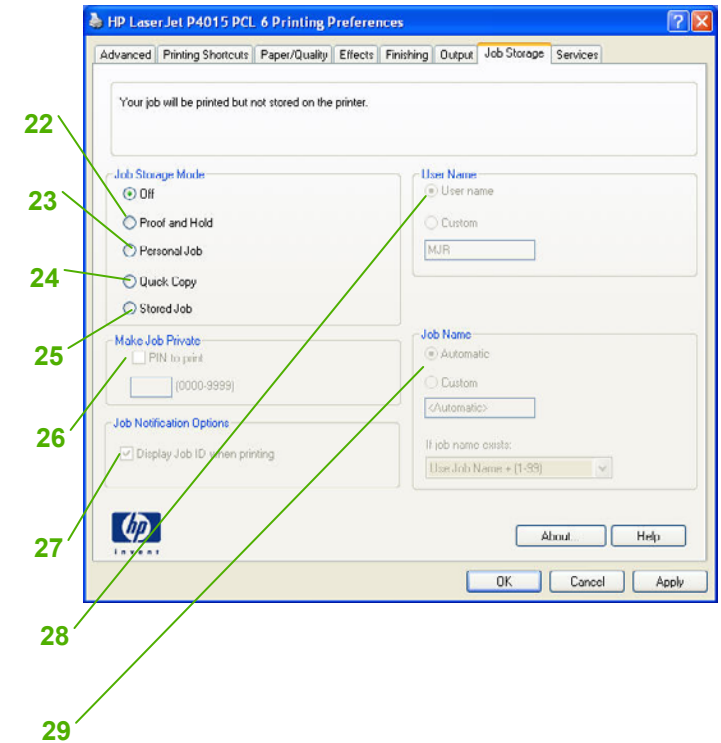


# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing



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

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

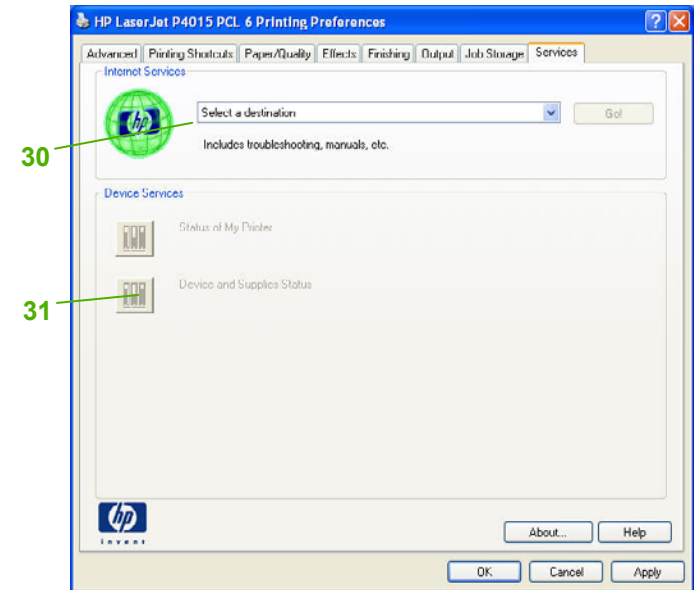


# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing



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

How do I	Steps to perform
30 Obtain support information for the product and order supplies online	In the <b>Internet Services</b> drop-down list, select a support option, and click <b>Go!</b>
31 Check the status of the product, including the level of supplies	Click the <b>Device and Supplies Status</b> icon. The Device Status page of the HP embedded Web server opens.



# HP LaserJet P4010 and P4510 Series Printers PCL 6 – Printing



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

How do I	Steps to perform
<p><b>32</b> 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><b>33</b> Change the number of copies that are printed</p> <p><b>NOTE:</b> 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 <b>Paper/Output</b> 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><b>34</b> Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page</p>	<p>a) Open the <b>Document Options</b> section, and then open the <b>Printer Features</b> section. b) In the <b>Alternative Letterhead Mode</b> drop-down list, select <b>On</b>. c) At the product, load the paper the same way you would for printing on both sides.</p>
<p><b>35</b> Change the order in which pages are printed</p>	<p>a) Open the <b>Document Options</b> section, and then open the <b>Layout Options</b> section. b) In the <b>Page Order</b> drop-down list, select <b>Front to Back</b> to print the pages in the same order as they are in the document, or select <b>Back to Front</b> to print the pages in the reverse order.</p>

