

## Cancel a print job

| How do I?  | Steps to perform   |
|--|--|
| Stop the current print job from the control panel    | Press the Cancel button ⊗ on the control panel.  |
| Stop the current print job from the software program | <ul> <li>When you send the print job, a dialog box appears briefly on the screen, giving you the option to cancel the print job.</li> <li>If a print job is waiting in a print queue or print spooler, delete the print job there.</li> <li>1 Windows XP and Windows Server 2003 (using the default Start menu view): Click Start, click Settings, and then click Printers and Faxes.</li> <li>-or-</li> <li>Windows 2000, Windows XP, and Windows Server 2003 (using the Classic Start menu view): Click Start, click Start, click Settings, and then click Printers.</li> <li>-or-</li> <li>Windows Vista: Click Start, click Control Panel, and then in the category for Hardware and Sound click Printer.</li> <li>2 In the list of printers, double-click the name of this product to open the print queue or spooler.</li> <li>3 Select the print job that you want to cancel, and then press Delete.</li> </ul> |





## Open the printer driver

| How do I?                        | Steps to perform  |
|----------------------------------|---|
| Open the printer driver          | On the <b>File</b> menu in the software program, click<br><b>Print</b> . Select the printer, and then click <b>Properties</b><br>or <b>Preferences</b> .  |
| Get help for any printing option | <ul> <li>1 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.</li> <li>-or-</li> <li>2 Click Help to open the online Help.</li> </ul> |







#### **Use Quick Sets**

| How do I?                 | Steps to perform  |  |
|---------------------------|---|--|
| Create and use Quick Sets | Quick Sets are available from every tab in the printer driver.  | HP LaserJet P2035 Printing Preferences     Advarced PaperQuality Effects Finishing Services     Print Task Quick Sets  |
| Use a Quick Set           | Select one of the <b>Quick Sets</b> , and then click <b>OK</b> to print the job with the predefined settings. | New roots         Document Options         Print On Bids (Manually)         Pip Pages Up         Booker Priving         I       Proper per Sheet         Print Page         Page Dider:         Pipter Lager Park         Contract Off for Straight Paper Park         Instructions for Straight Paper Park         Instructions for Straight Paper Park         Dot         Cancel       Apply         Help |
| Create a custom Quick Set | 1 Select the print options for the new Quick Set.   | IPL Laser Jet P2035 Printing Preferences      Advanced Paper/Qually Effects Freining Services      International Actuals Sets      Rev: Quark Set      Save  |
|                           | 2 Type a name for the Quick Set, and then click <b>Save</b> .   | 2<br>Store:<br>Levelope C5<br>Source a:<br>Aufor Select<br>Type is:<br>Plain Paper<br>Print Quality<br>EconoMode<br>(May Save Pint Cattidges)<br>(May Save Pint Cattidges)   |







## Print on both sides (duplex)

| How do I?   | Steps to perform   |  |
|---|--|--|
| Print on both sides (duplex) using the top output bin | 1 Open the printer driver and click on the <b>Finishing</b> tab,   | 1 Advanced Paper/Quality Elificate Finishing Services<br>Print Task Quick Sets<br>Unitibled<br>Document Options<br>Print On Both Sides (Manually)  |
|   | 2 Click Print On Both Sides (Manually). If you will bind the document along the top edge, click Flip Pages Up. | 2<br>P Fip Pages Up<br>Booklet Pinning<br>Drif<br>1 Pages per Sheet<br>Page Drider:<br>Page Drider |
|   | 3 Close the straight-through output door.  |  |
|   | 4 Print side one of the document using Tray 1.   |  |





| Steps to perform  |  |
|---|--|
| <ul> <li>5 After side one has printed, remove the remaining paper from<br/>Tray 1 and set it aside until after you finish the manual two-<br/>sided print job.</li> </ul> |  |
| 6 Gather the printed pages and straighten the stack.  |  |
| 7 Return the stack to Tray 1 with the printed side down and the top edge toward the product.  |  |
| 8 Press the Go button to print side two.  |  |
|   | Steps to perform         5 After side one has printed, remove the remaining paper from Tray 1 and set it aside until after you finish the manual two-sided print job.         6 Gather the printed pages and straighten the stack.         7 Return the stack to Tray 1 with the printed side down and the top edge toward the product.         8 Press the Go button to print side two. |





## Print multiple pages per sheet

| How do I?                      | Steps to perform   |  |
|--------------------------------|--|--|
| Print multiple pages per sheet | 1 Open the printer driver, and click the <b>Finishing</b> tab.                       | Advanced         Paper/UsaWy         Effects         Finishing         Services           Print Task Quick Sets         Unvited         Serve         Serve  |
|                                | 2 Select the number of pages per sheet from the Pages per Sheet drop-down list.      | 2  Pocument Options  Print On Both Sides (Manually)  Print On Both Sides (Manually)  Societ Printing  Print Options  Print Opt |
|                                | 3 Select the correct options for Print Page Borders,<br>Page Order, and Orientation. | 3     2     Pages per Sheet       2     Page Borders       Page Dirder:     Orientation       Right, then Down   |
|                                | 4 If you need to change the page orientation, click<br>Portrait or Landscape.        | Correct Dirder for Straight Paper Path     Instructions for Straight Paper Path Printing   |
|                                | 5 Click <b>OK</b> .  | 5 OK Cancel Apply Help   |





## Select page orientation

| How do I?               | Steps to perform  |  |
|-------------------------|---|--|
| Select page orientation | 1 Open the printer driver, and click the <b>Finishing</b> tab.                | 1 Advanced Paper/Quality Effects Finishing Services Print Task Quick Sets Percent  |
|                         | 2 In the <b>Orientation</b> area, click <b>Portrait</b> or <b>Landscape</b> . | 2<br>Pint On Both Sides (Manually)<br>Filp Pages Up<br>Bookden mating<br>Off<br>1 Pages per Sheet<br>Print Page Borders  |
|                         | 3 To print the page image upside down, click Rotate by 180 degrees.           | Page Order.     Direntation       Right, then Down     Image: Correct Order for Straight Paper Path       Correct Order for Straight Paper Path     Image: Correct Order for Straight Paper Path       Instructions for Straight Paper Path     Image: Rotate by 180 degrees |
|                         | 4 Click <b>OK</b> .   | Cancel Apply Help  |





## Create a booklet

| How do I?        | Steps to perform   |   |
|------------------|--|---|
| Create a booklet | 1 Open the printer driver, and click the <b>Finishing</b> tab.                             | 1 Advanced Paper/Quality Effects Finishing Services   |
|                  | 2 Click Print On Both Sides (Manually).  | Print Task Quick Sets Untitled Serve Document Options File Pages Up                           |
|                  | 3 In the Booklet Printing dropdown list, click Left<br>Edge Binding or Right Edge Binding. | Booklet Printing  Left Edge Brinding  Reges per Sheet  Print Page Borders                     |
|                  | 4 The Pages per Sheet option automatically changes to 2 Pages per Sheet.                   | 4 Correct Order for Straight Paper Path Control for Straight Paper Path Rotate by 180 degrees |
|                  | 5 Click <b>OK</b> .  | 5 OK Cancel Apply Help  |
|                  |  |   |







#### Print on different page sizes

| How do I?                 | Steps to perform   |   |
|---------------------------|--|---|
| Select a page size        | 1 Open the printer driver, and click the <b>Paper/Quality</b> tab.         | HP LaserJet P2035 Printing Preferences ? X  |
|                           | 2 Select a size from the <b>Size is</b> drop-down list.                    | Print Task Quick Sets     Replace       Paper Options     Size is:       Leter     Custon       Use Offerent Paper/Covers     Source is:       Auto Select     Type is:       Plain Paper     B:5 by 11 inches       Print Quality     600 dpi       Image: Complex Select     Image: Cover Select       Use Offerent Paper     Print Quality       Image: Cover Select     Image: Cover Select       Image: Cover Select     < |
| Select a custom page size | <ol> <li>Click Custom. The Custom Paper Size dialog box opens.</li> </ol>  | Custom Paper Size         ? X           The custom paper size you have just defined will not become available for the selection for the selection until you have exited and re-entered the Printing Preferences/Properties.         4   |
|                           | 4 Type a name for the custom size, specify the dimensions, and click Save. | Name Save Save Save Width:<br>8:50 - Inches   |
|                           |  | Height:<br>11.00 ÷ Inches IIII<br>Use Millimeters<br>Close Help   |





#### Print on different page sizes

| How do I?                 | Steps to perform   |  |
|---------------------------|--|--|
| Select a page size        | 1 Open the printer driver, and click the <b>Paper/Quality</b> tab.         | HP Laser Jet P2035 Printing Preferences     Advanced Paper/Quality Effects Finishing Services  Print Task Quick Sets  Replace  Replace   |
|                           | 2 Select a size from the <b>Size is</b> drop-down list.                    | 2 Paper Options Size is: Letter Use Different Paper/Covers Source is: Auto Select Type is: Plain Paper Plain   |
| Create a custom page size | 3 Click Custom. The Custom Paper Size dialog box opens.                    | 3<br>Fin dually<br>[600 dpi ]<br>[600 dpi ]<br>[60 |
|                           | 4 Type a name for the custom size, specify the dimensions, and click Save. | Custom Paper Size The custom paper size you have just defined will not become available for the selection for the selection untill you have exited and re-entered the Printing Preferences/Properties. Name Name New name Save Paper Size Width: 8.50 ÷ Inches U Height: 11.00 ÷ Inches U Save Close Help  |







## Print on preprinted letterhead or forms

| Steps to perform   |   |
|--|---|
| <ol> <li>Load media input tray. Use only letterhead or<br/>preprinted forms approved for use in laser printers.</li> </ol> |   |
| Tray 1   |   |
| • Face-up  |   |
| <ul> <li>Top edge leading into the product</li> </ul>  |   |
| Tray 2   |   |
| • Face down  |   |
| • Top edge at the front of the tray  |   |
| 2 Open the printer driver and click the <b>Paper/Quality</b> tab.  | 2 HP Laser Jet P2035 Printing Preferences  Advanced Paper/Dustly Effects Finishing Services Print Task Quick Sets Unitiled  Serve   |
| 3 Select <b>Preprinted</b> from the <b>Type is</b> drop-down list.   | 3 Paper Options<br>Size is:<br>Letter Custom<br>Use Different Paper/Covers<br>Source is:<br>Auto Select   |
| 4 Click OK.  | 4 Spepined<br>Pirst Quality<br>For Quality<br>500 dpi<br>CondMode<br>(May Save Print Cartridges)<br>OK Cancel Apply Help  |
|  | <ul> <li>Steps to perform</li> <li>1 Load media input tray. Use only letterhead or preprinted forms approved for use in laser printers.</li> <li>Tray 1 <ul> <li>Face-up</li> <li>Top edge leading into the product</li> </ul> </li> <li>Tray 2 <ul> <li>Face down</li> <li>Top edge at the front of the tray</li> </ul> </li> <li>2 Open the printer driver and click the Paper/Quality tab.</li> <li>3 Select Preprinted from the Type is drop-down list.</li> <li>4 Click OK.</li> </ul> |







#### Print on special paper, labels, or transparencies

| How do I?   | Steps to perform   |   |
|---|--|---|
| Print on special paper, labels, or<br>transparencies<br>NOTE: For best results, use only HP-brand paper and<br>print media designed for laser printers or multiuse. | <ol> <li>Load media input tray.</li> <li>Tray 1         <ul> <li>Face-up</li> <li>Top edge leading into the product</li> </ul> </li> <li>Tray 2         <ul> <li>Face down</li> <li>Top edge at the front of the tray</li> </ul> </li> </ol> |   |
| <b>NOTE:</b> Be sure to set the type and size in your print driver to obtain the best print results.  | <ol> <li>On the printer driver, on the Paper/Quality tab, select a tray from the Source is drop-down list.</li> <li>Select a type from the Type is drop-down list.</li> </ol>  | HP LaserJet P2035 Printing Preferences  |
|   | 4 Click OK.  | I range       Type is:       I range wancy       Print Quality       §00 dpi       EconoMode       (May Save Print Catridges) |





## Print a different first or last page

| How do I?                            | Steps to perform  |
|--------------------------------------|---|
| Use different paper and print covers | 1 Open the printer driver, and click the Paper/Quality tab.   |
|                                      | 2 In the Paper Options area, click Use Different<br>Paper/Covers.<br>2 Paper Options<br>Custom<br>4 Front Covers<br>3 Front Covers  |
|                                      | <ul> <li>Select an option to print a blank or preprinted front cover, back cover, or both.</li> <li>-or-</li> <li>Select an option to print the first or last page on different paper.</li> </ul> |
|                                      | 4 Select options from the Source is and Type is drop-<br>down lists.  |
|                                      | 5 Click OK.   |
|                                      | 6 Click <b>OK</b> on the <b>Paper/Quality</b> tab.  |

