Use features in the Windows driver
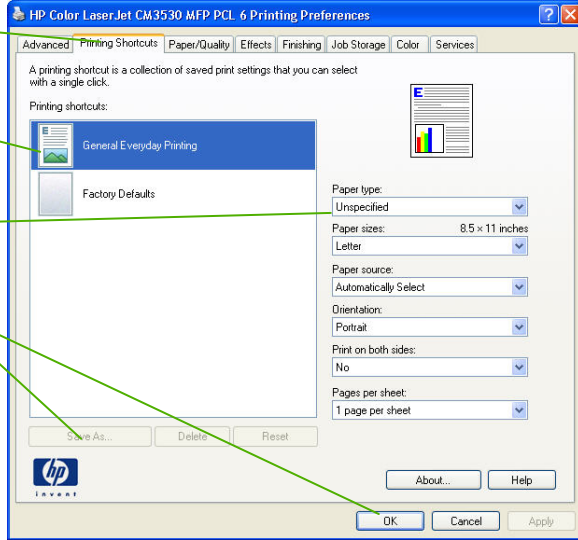
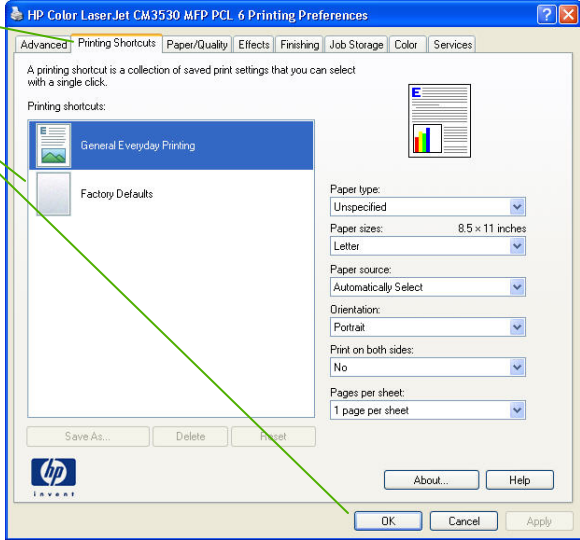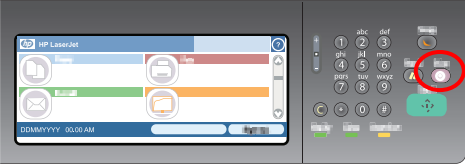| How do I?	Steps to perform
Open the printer driver	On the File menu in the software program, click **Print**. Select the printer, and then click **Properties** or **Preferences**.
Get help for any printing option	Click the **?** symbol in the upper-right corner of the printer driver, and then click 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.

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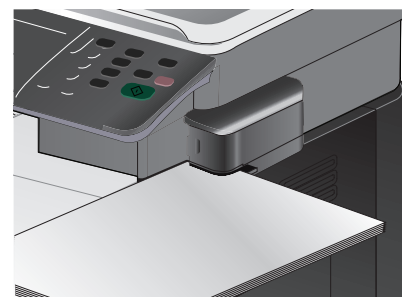| How do I?	Steps to perform
Create a printing shortcut **NOTE:** Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.	**1** Open the printer driver and click the **Printing Shortcuts** tab. **2** Select an existing shortcut as a base. **3** Select the print options for the new shortcut. **4** Click **Save As**, type a name for the shortcut, and click **OK**.

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HP Color LaserJet CM3530 MFP Series – Print tasks

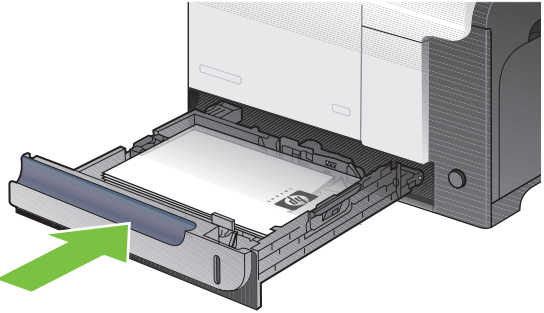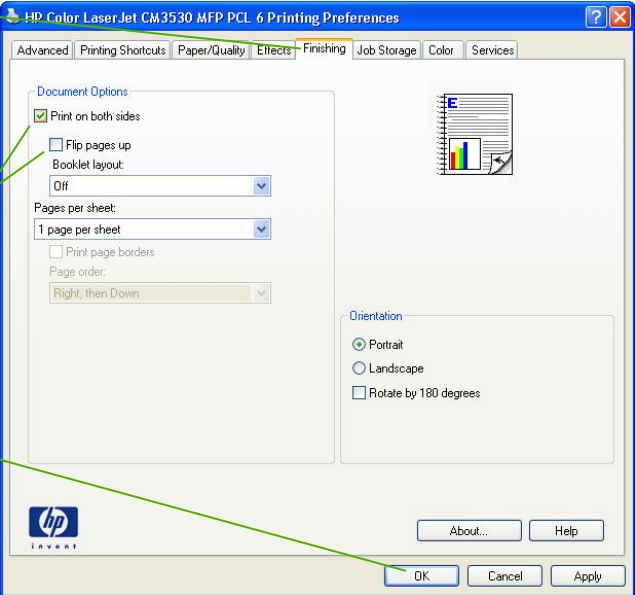| How do I?	Steps to perform	
Use a printing shortcut **NOTE:** Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.	1 Open the printer driver and click the **Printing Shortcuts** tab. 2 Select one of the shortcuts, and then click **OK** to print the job with the predefined settings.	
Cancel a print job from the product control panel	1 Press the stop button ⊗ on the control panel. 2 From the list on the touchscreen, touch the print job you want to delete, and touch the **Cancel Job** button. 3 Touch the **Yes** button. 4 Touch the **OK** button to return to the Ready state.	

Staple documents (HP Color LaserJet CM3530fs MFP)

How do I?	Steps to perform	
Use the convenience stapler	1 Insert up to 20 sheets of media (80 g/m^2 or 20 lb) into the slot in the stapler door. Insert fewer sheets to staple if the media weight is heavier than 80 g/m^2 or 20 lb. **CAUTION**: Do not use the convenience stapler to staple plastic, cardboard, or wood. Damage to the convenience stapler can result from attempting to staple these materials.	
	2 Wait for the stapler to staple the sheets. When it is inserted all the way into the stapler slot, the media should trigger the stapler mechanism.	
	3 Remove the stapled media from the slot. **Note**: If you are unable to remove the media after stapling, carefully open the stapler door and then slide your document out.	

Print on both sides (duplex)

How do I?	Steps to perform
Automatically print on both sides (duplex)	**4** Load paper face-up in Tray 2.

5 Open the printer driver and click the **Finishing** tab.

6 In the printer driver, select the **Print on both sides** check box. If you will bind the document along the top edge, select the **Flip pages up** check box.
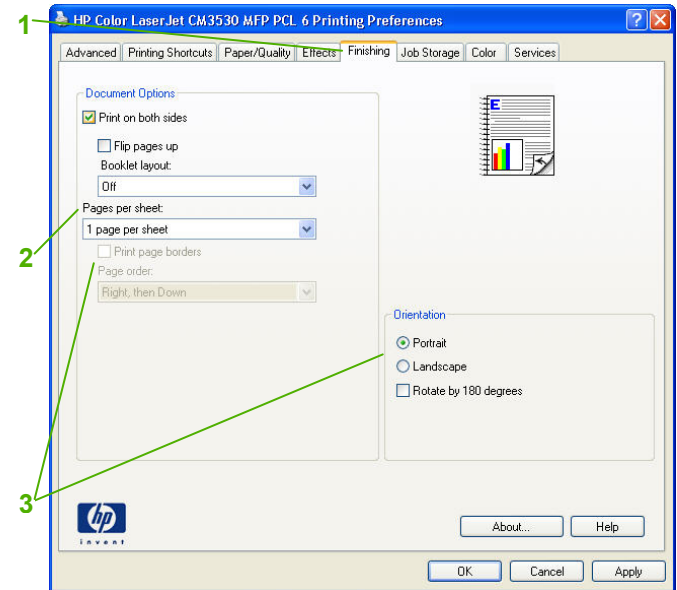
7 Click the **OK** button to print the job.

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Print multiple pages per sheet

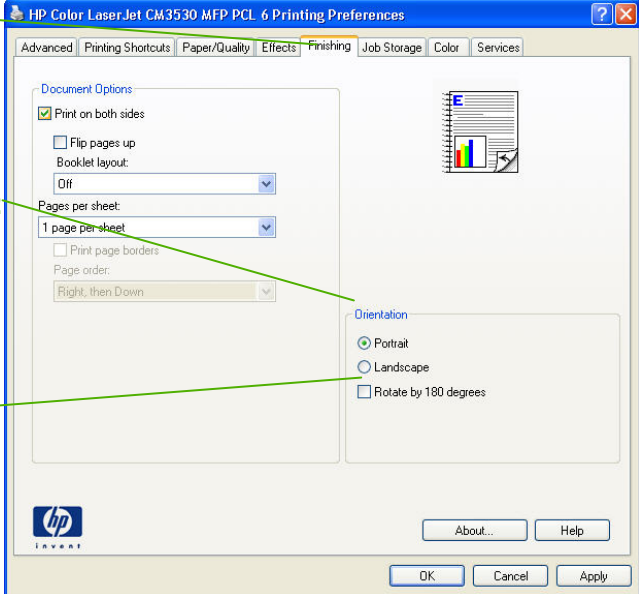| How do I?	Steps to perform
Print multiple pages per sheet	**1** Open the printer driver and click the **Finishing** tab. **2** Select the number of pages per sheet from the **Pages per sheet** drop-down list. **3** Select the correct options for **Print page borders**, **Page order**, and **Orientation**.

Select page orientation

How do I?	Steps to perform
Select page orientation	**1** Open the printer driver and click the **Finishing** tab.
	2 In the **Orientation** area, select the **Portrait** or **Landscape** option.
	3 To print the page image upside down, select the **Rotate by 180 degrees** option.

Print a booklet

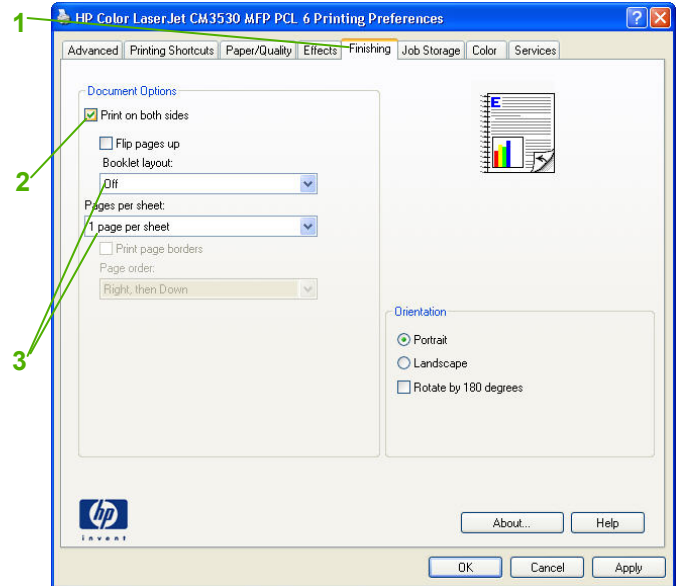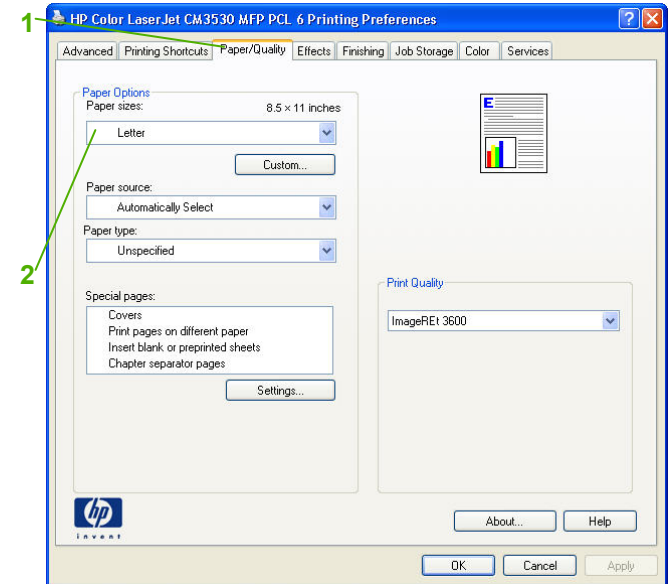| How do I?	Steps to perform
Print a booklet	**1** Open the printer driver and click the **Finishing** tab. **2** Select the **Print on both sides** check box. **3** In the **Booklet layout** drop-down list, click the **Left binding** or **Right binding** option. The **Pages per sheet** option automatically changes to **2 pages per sheet**.

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Print on different page sizes

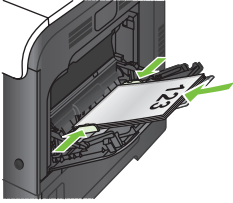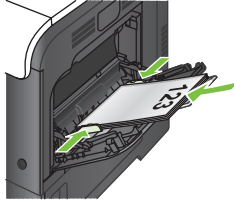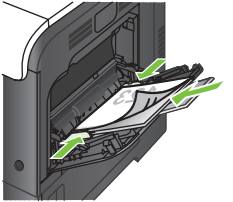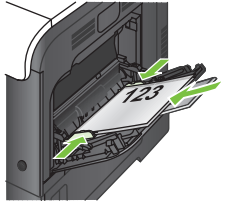| How do I?	Steps to perform
Print on different page sizes Select a page size	1 Open the printer driver and click the **Paper/Quality** tab. 2 Select a size from the **Paper sizes** drop-down list.
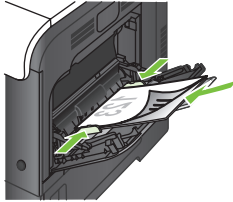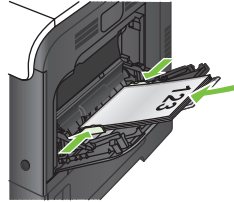
© 2008 Copyright Hewlett-Packard
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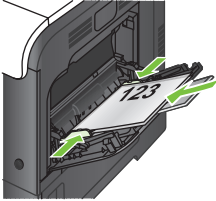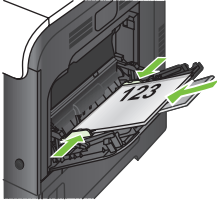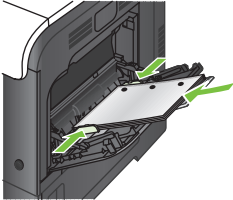
Paper orientation for loading trays

How do I?	Steps to perform			
Tray 1 **Preprinted or letterhead**	**Image orientation**	**Duplex mode**	**ALTERNATIVE LETTERHEAD MODE = Off**	**ALTERNATIVE LETTERHEAD MODE = On**
	Portrait	1-sided printing	Face down Top edge leading into the product 	Face up Bottom edge leading into the product
		2-sided printing	Face up Bottom edge leading into the product 	Face up Bottom edge leading into the product
	Landscape	1-sided printing	Face down Top edge toward the back of the product 	Face up Top edge toward the back of the product

How do I?	Steps to perform			
Tray 1 (continued) **Preprinted or letterhead**	**Image orientation**	**Duplex mode**	**ALTERNATIVE LETTERHEAD MODE = Off**	**ALTERNATIVE LETTERHEAD MODE = On**
	Landscape	2-sided printing	Face up Top edge toward the back of the product 	Face up Top edge toward the back of the product
Prepunched	Portrait or landscape	1-or 2- sided printing	Holes toward the back of the product 	Not applicable

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How do I?	Steps to perform			
Tray 2 or optional Tray 3 **Preprinted or letterhead**	**Image orientation**	**Duplex mode**	**ALTERNATIVE LETTERHEAD MODE = Off**	**ALTERNATIVE LETTERHEAD MODE = On**
	Portrait	1-sided printing	Face up Top edge at the right side of the tray 	Face down Top edge at the left side of the tray
		2-sided printing	Face down Top edge at the right side of the tray 	Face down Top edge at the left of the tray
	Landscape	1-sided printing	Face up Top edge toward the back of the product 	Face down Top edge toward the back of the product
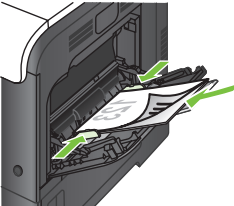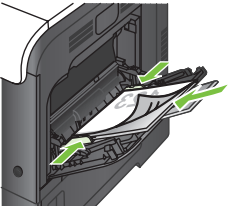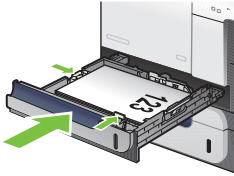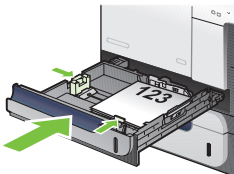
How do I?	Steps to perform			
Tray 2 or optional Tray 3 (continued)	**Image orientation**	**Duplex mode**	**ALTERNATIVE LETTERHEAD MODE = Off**	**ALTERNATIVE LETTERHEAD MODE = On**
	Landscape	2-sided printing	Face down Top edge toward the back of the product 	Face down Top edge toward the back of the product
Prepunched	Portrait or landscape	1-or 2- sided printing	Holes toward the back of the product 	Not applicable

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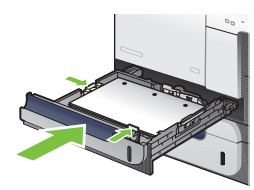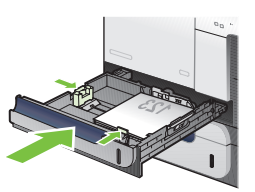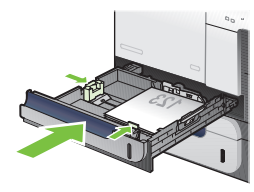
Print on special paper, labels, or transparencies

How do I?	Steps to perform
Load paper and print media Tray 1	**Portrait** • Load paper face down • Top edge leading into the product **Landscape** • Load paper face down • Top edge toward the back of the product
Tray 2 or optional Tray 3	**Portrait** • Load paper face up • Top edge at the right side of the tray **Landscape** • Load paper face up • Top edge toward the back of the product

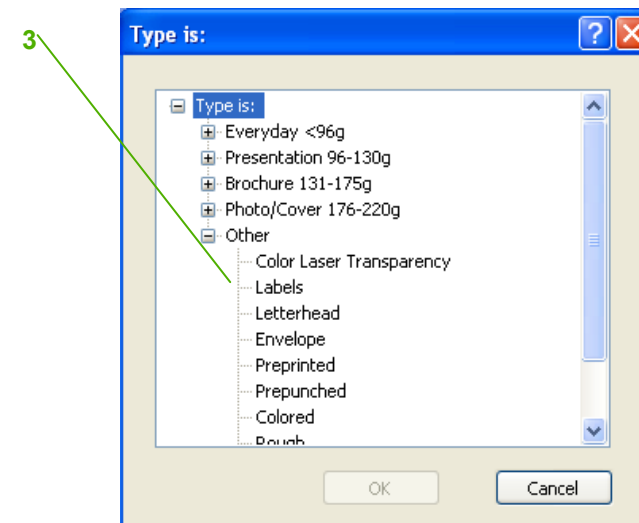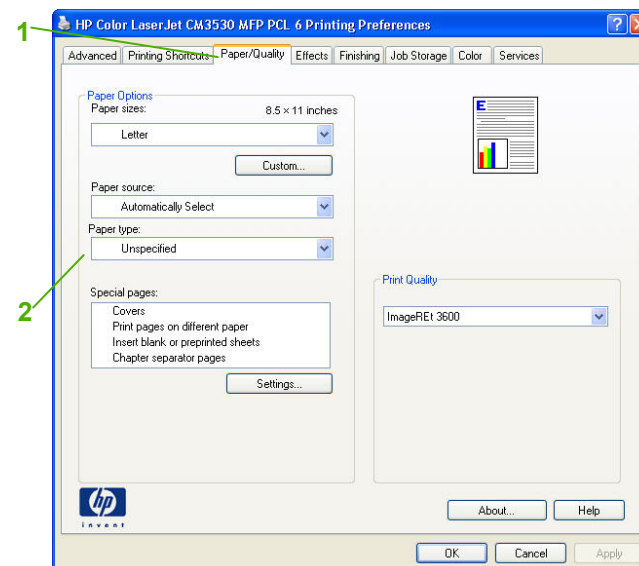| How do I?	Steps to perform
Print on special paper, labels, or transparencies (continued)	**1** Open the printer driver and click the **Paper/Quality** tab.
	2 From the **Paper type** drop-down list, click **More** . . .
	3 Expand the options for **Type is**:. Expand the category of paper types that best describes your paper, and then click the paper type that you are using.

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Print a different first or last page

How do I?	Steps to perform
Print the first or last page on different paper **Print covers on different paper**	**1** Open the printer driver and click the **Paper/Quality** tab. **2** In the **Special pages** area, click **Covers** or **Print pages on different paper**, and then click **Settings**. **3** 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. **4** Select options from the **Paper source** and **Paper type** drop-down lists, and then click **Add**. **5** Click **OK**.
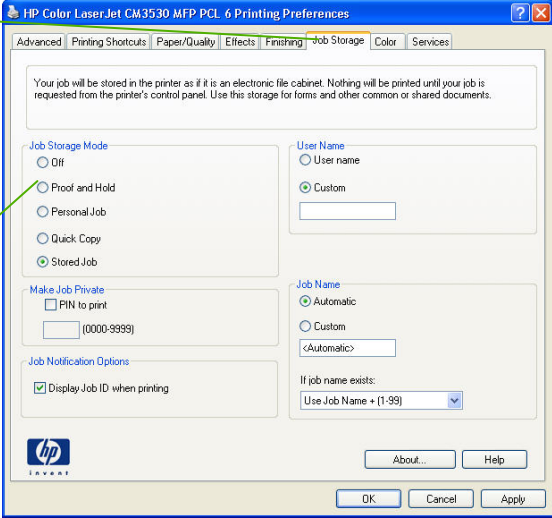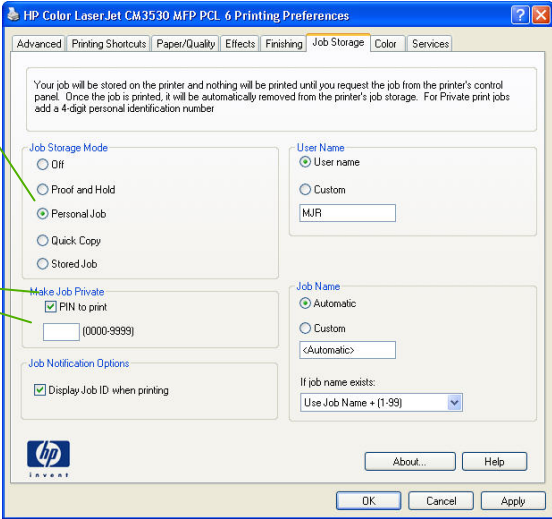
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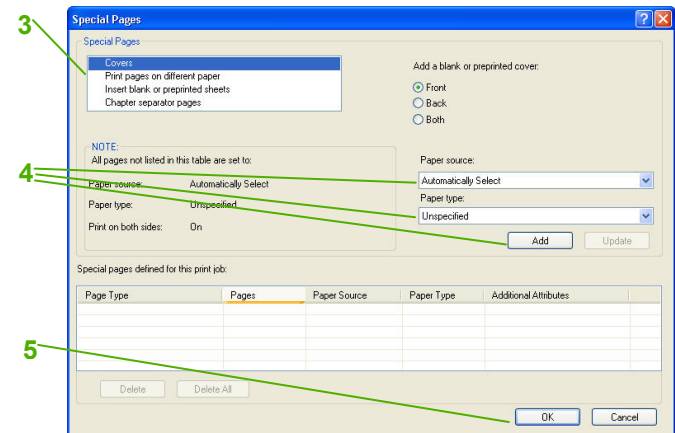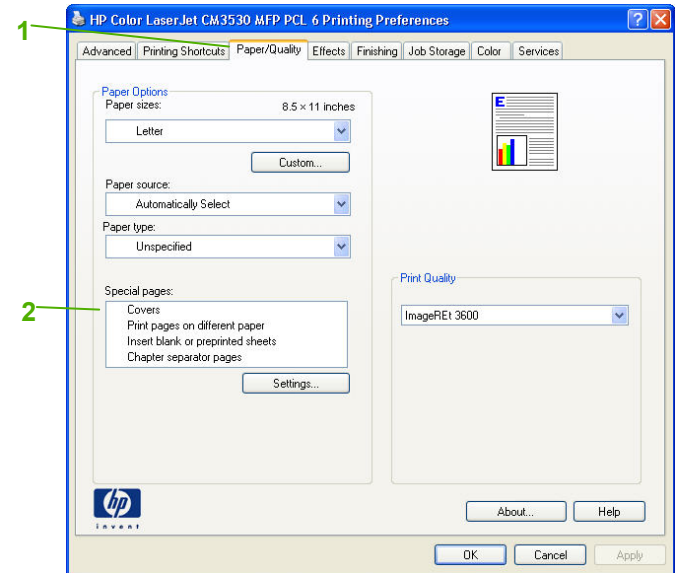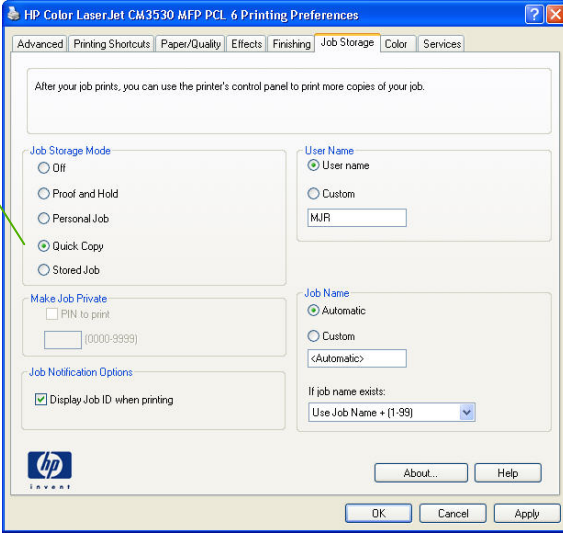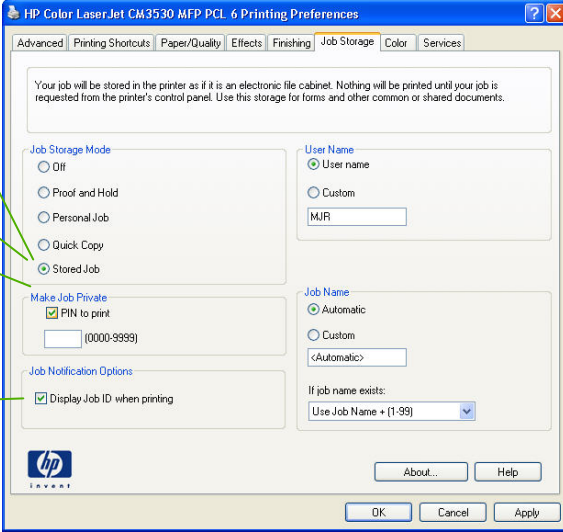
Store a print job

How do I?	Steps to perform
Set job storage options Print on copy for proof before printing all the copies	**1** Open the printer driver and click the **Job Storage** tab. **2** 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.
Temporarily store a personal job on the product and print it later	**3** In the Job Storage Mode area, click **Personal Job**. **4** Optional: In the **Make Job Private** area, click **PIN to print**, and enter a 4-digit personal identification number (PIN).

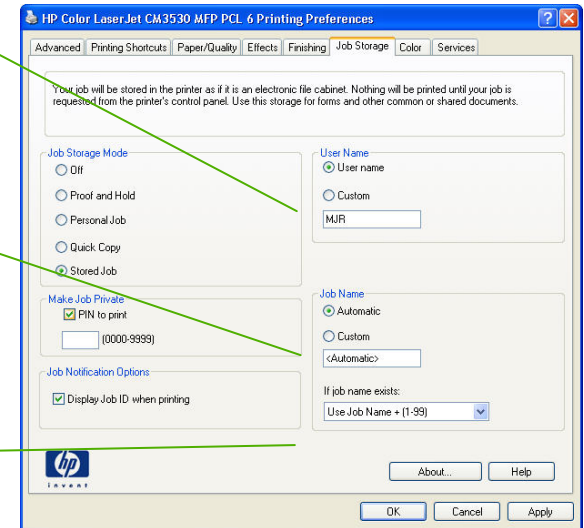| How do I?	Steps to perform
Temporarily store a job on the product	In the **Job Storage Mode** area, click **Quick Copy**. One copy of the job is printed immediately, but you can print more copies from the product control panel. **NOTE:** These jobs are deleted if the product is turned off.
Permanently store a job on the product Make a permanently stored job private so that anyone who tries to print it must provide a PIN Receive notification when someone prints a stored job	In the **Job Storage Mode** area, click **Stored Job**. 1 In the Job Storage Mode area, click Stored Job. 2 In the **Make Job Private** area, click **PIN to print**, and then enter a 4-digit personal identification number (PIN). In the **Job Notification Options** area, click **Display Job ID** when printing.

How do I?	Steps to perform
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.
Specify a name for the stored job	1 In the **Job Name** area, click **Automatic** to use the default job name. To specify a job name, click **Custom** and type the name. 2 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.

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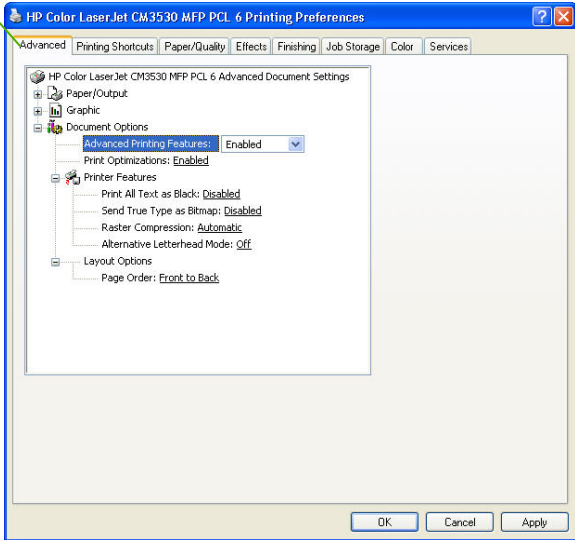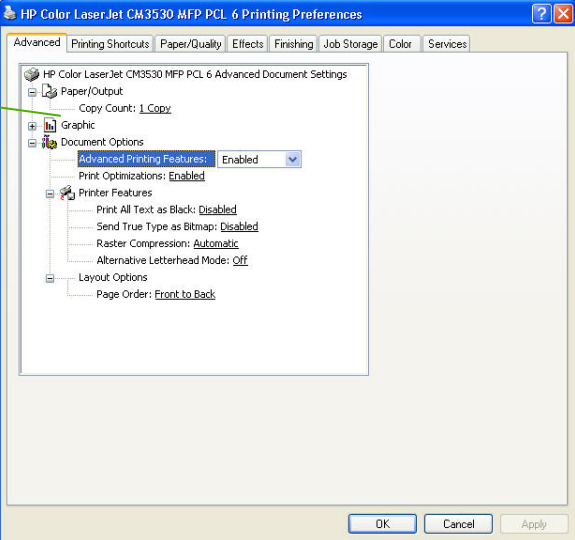
Retrieve a stored print job

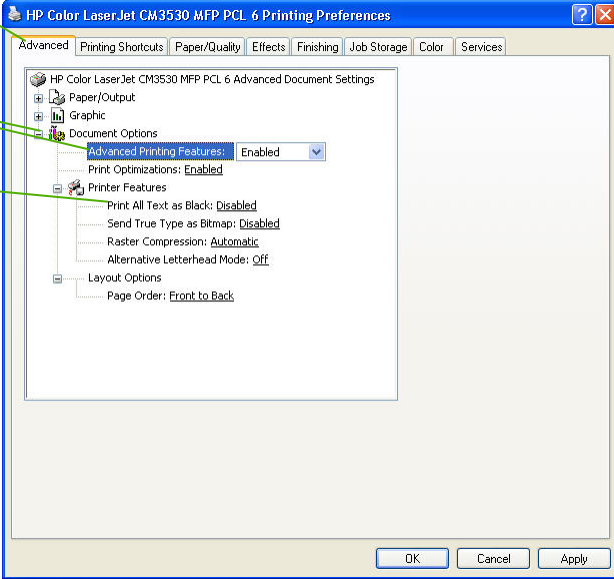| How do I?	Steps to perform
Print a stored job	**1** Scroll down and touch **Job Storage**.
	2 Select the folder in which the job is stored.
	3 Select the job from the list. If the job is private, touch the box below **PIN:** and type the correct PIN.
	4 Press **Start**.

Select advanced printing options

How do I?	Steps to perform
Select advanced printing options	**5** Open the printer driver and click the **Advanced** tab. **6** In any of the sections, click a current setting to activate a dropdown list so you can change the setting.
Change the number of copies that are printed	**7** Open the printer driver and click the **Advanced** tab. **8** 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. **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. Changing this setting affects the number of copies for all print jobs. After your job has printed, restore this setting to the original value.

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How do I?	Steps to perform
Print colored text as black	**9** Open the printer driver and click the **Advanced** tab. **10** Open the **Document Options** section, and then open the **Printer Features** section. **11** In the **Print All Text as Black** drop-down list, select **Enabled**.

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Select layout options

How do I?	Steps to perform
Change the order in which pages are printed	**12** Open the driver and click the **Advanced** tab.
	13 Open the **Document Options** section, and then open the **Layout Options** section.
	14 In the **Page order** drop-down list, select **Front to Back** or **Back to Front** 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.