

### 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 <b>Print</b> . Select the printer, and then click <b>Properties</b> or <b>Preferences</b> .	Advanced Printing Stontouts Paper/Quality Effects Frinting Color Services  Paper Options Paper sizes: 8.5 × 11 inches Letter  Custom:  Paper source: Automatically Solvet Paper type Paper source: Automatically Solvet
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 <b>Help</b> to open the online Help.	Special pages:  Covers Print pages on different paper Inset blank or preprinted sheets Chapter separator pages  Settings
		About Help  OK Cencel Apply





How do I?	Steps to perform	
Create a printing shortcut	1 Open the printer driver and click the <b>Printing</b> Shortcuts tab.	A printing shortcut is a collection of saved print settings that you can select with a single click.
NOTE: Always select a shortcut before adjusting any of	2 Select an existing shortcut as a base. 2	Printing shortcuts:  General Everyday Printing  Two-sided (Dupley) Printing  Paper type:
the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.	3 Select the print options for the new shortcut.	Plain  Paper sizes: 8.5 × 11 inches Letter  Paper source:  Automotically Select  Orientation:
	4 Click <b>Save As</b> , type a name for the shortcut, and click <b>OK</b> .	Factory Defaults  Fortial  Print on both sides:  Yes, fig over  Pages per sheet:  1 page per sheet  Save As  Reset
		About Help  OK Cancel Apply





How do I?	Steps to perform
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 <b>OK</b> to print the job with the predefined settings.  2 Macrosoff Printing Shortcut is a collection of saved print entire; that you can select with a single clack.  2 Select one of the shortcuts, and then click <b>OK</b> to print the job with the predefined settings.
Cancel a print job from the product control panel	<ul> <li>1 Press the stop button ⊗ on the control panel.</li> <li>2 Press the down arrow ▼ to highlight the CANCEL CURRENT JOB option, and then press the OK button.</li> </ul>





Print on both sides (duplex)

How do I?	Steps to perform
Manually print on both sides (duplex)  NOTE: This information applies to products that do not have an automatic duplexer.	1 Load paper face-down in Tray 1 or face-up in Tray 2.
	2 Open the printer driver and click the Finishing tab.  2 Advanced Printing Shortcuts Paper/Quality Effects Frishing Color Services    Document Options   Print pages up
	3 In the printer driver, select the Print on both sides (manually) check box. If you will bind the document along the top edge, select the Flip pages up check box.  Pages per sheet:   page per
	4 Click the <b>OK</b> button to print the first side of the job.  About Help  OK Cancel Apply
	5 Retrieve the printed stack from the output bin, and place it with the printed-side facing up in Tray 1.



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How do I?	Steps to perform	
Manually print on both sides (duplex) (continued)	6 Press the OK button to print the second side of the job.	
Automatically print on both sides (duplex)  NOTE: This information applies to products that have an automatic duplexer.	1 Load paper face-up in Tray 2.	
	2 Open the printer driver and click the <b>Finishing</b> tab.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services  Document Options  Pire pages up Booklet layout:  Off Pages per sheet:
	3 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.	1 page per sheet     Print page borders     Page order:
	4 Click the <b>OK</b> button to print the job.	About Help  OK Cancel Apply





Print multiple pages per sheet

How do I?	Steps to perform	
Print multiple pages per sheet	Open the printer driver and click the <b>Finishing</b> tab.	1 — HP Color Laser Jet CP3525 PCL 6 Printing Preferences  Advanced   Printing Shortcuts   Paper/Quality   Effects   Finishing   Color   Services    Document Options
	Select the number of pages per sheet from the Pages per sheet drop-down list.	Print on both sides    Flip pages up   Booklet layout:   If
	3 Select the correct options for Print page borders, Page order, and Orientation.	About Help  OK Cancel Apply





Select page orientation

How do I?	Steps to perform	
Select page orientation	Open the printer driver and click the <b>Finishing</b> tab.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services
	In the Orientation area, select the Portrait or Landscape option.	Document Options    Print on both sides   Flip pages up Booklet layout:   Off     Pages per sheet     Print page to sheet     Print page to sheet     Print page to sheet     Print page to sheet     Point page order:   Right, then Down     Orientation     Portrait     © Landscape     Protate by 180 degrees
	To print the page image upside down, select the Rotate by 180 degrees option.	About Help  OK Cancel Apply





### Print a booklet

How do I?	Steps to perform
Print a booklet	1 Open the printer driver and click the <b>Finishing</b> tab.  1 Advanced Printing Shotcuts Paper/Quality Effects Finishing Color Services
	2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  2 Select the Print on both sides check box.  3 Select the Print on both sides check box.  4 Select the Print on both sides check box.  4 Select the Print on both sides check box.  4 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.
	OK Cancel Apply





Print on different page sizes

How do I?	Steps to perform
Print on different page sizes Select a page size	Steps to perform  1 Open the printer driver and click the Paper/Quality tab.  2 Select a size from the Paper sizes drop-down list.  2 Select a size from the Paper sizes drop-down list.
	About Help  DK Cancel Apply





### Print on pre-printed letterhead and forms

How do I?	Steps to perform
Load paper and print media  Tray 1	Portrait  Alternative Letterhead mode = OFF  • Load paper face down  • Top edge leading into the product  NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.
	Landscape Alternative Letterhead mode = OFF  • Load paper face down • Top edge toward the back of the product
Tray 2 or optional Tray 3	Portrait  Alternative Letterhead mode = OFF  • Load paper face up  • Top edge at the right side of the tray  NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.
	Landscape  Alternative Letterhead mode = OFF  • Load paper face up  • Top edge toward the back of the product





#### How do I? Steps to perform 1 Open the printer driver and click the Paper/Quality hp Color LaserJet CP3525 PCL 6 Printing Preferences Print on pre-printed letterhead or forms Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services Paper Options Paper sizes: 8.5 × 11 inches Custom... Paper source: Automatically Select Unspecified 2 From the Paper type drop-down list, click More . . . Special pages ImageREt 3600 Gloss Level: Insert blank or preprinted sheets Default About... Help OK Cancel 3 Expand the options for **Type is**:. Expand the category Type is: of paper types that best describes your paper, and then click the paper type that you are using. Type is: Everyday <96g</p> ■ Presentation 96-130q ■ Brochure 131-175g Photo/Cover 176-220g 🖮 Other Color Laser Transparency Labels Letterhead Envelope Preprinted Prepunched Colored Douah OK Cancel





Print on special paper, labels, or transparencies

How do I?	Steps to perform
Load paper and print media  Tray 1	Portrait  Alternative Letterhead mode = OFF  • Load paper face down  • Top edge leading into the product  NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.
	Landscape Alternative Letterhead mode = OFF  • Load paper face down • Top edge toward the back of the product
Tray 2 or optional Tray 3	Portrait  Alternative Letterhead mode = OFF  • Load paper face up  • Top edge at the right side of the tray  NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.
	Landscape  Alternative Letterhead mode = OFF  • Load paper face up  • Top edge toward the back of the product





#### How do I? Steps to perform 1 Open the printer driver and click the Paper/Quality hp Color LaserJet CP3525 PCL 6 Printing Preferences Print on special paper, labels, or Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services transparencies (continued) Paper Options Paper sizes: 8.5 x 11 inches Custom... Paper source: Unspecified Print Quality Special pages 2 From the Paper type drop-down list, click More . . . ImageREt 3600 Print pages on different paper Gloss Level: Insert blank or preprinted sheets Default (p) Help OK Cancel 3 Expand the options for **Type is**:. Expand the category ? X Type is: of paper types that best describes your paper, and then click the paper type that you are using. Type is: Everyday <96g</p> Presentation 96-130g ■ ■ Brochure 131-175q ⊕ Photo/Cover 176-220g Other Color Laser Transparency Labels Letterhead Envelope Preprinted Prepunched Colored Douah OK Cancel





### Print a different first or last page

How do I?	Steps to perform		
Print the first or last page on different paper	Open the printer driver and click the Paper/Quality tab.		HP Color Laser Jet CP3525 PCL 6 Printing Preferences  Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services  Paper Options Paper sizes: 8.5 x 11 inches
Print covers on different paper	2 In the Special pages area, click Covers or Print pages on different paper, and then click Settings.	2	Letter  Custom  Paper source: Automatically Select  Paper type: Unspecified  Special pages:  Covers  Print pages on different paper Insert Utark or preprinted sheets Chapter separator pages  Settings
			About Help  OK Cancel Apply
	<ul><li>3 Select an option to print a blank or preprinted front cover, back cover, or both.</li><li>Or, select an option to print the first or last page on different paper.</li></ul>	3	Special Pages  Special Pages  Covers  First special Chapter separation pages  Chapter separation pages  NOTE:
	4 Select options from the Paper source and Paper type drop-down lists, and then click Add.	4	All pages not listed in this table are set to:  Pages source:  Pages source:  Pages type:  Pages
	5 Click <b>OK</b> .	5	Delete Delete All OK Cancel





Store a print job

How do I?	Steps to perform		
Set job storage options	Open the printer driver and click the <b>Job Storage</b> tab.	1	▶ HP Color LaserJet CP3525 PCL 6 Printing Preferences
Print on copy for proof before printing all the copies			Advanced Printing Shotcuts Paper/Quality Effects Frishing 4ob Storage Color Services  When multiple copies are requested the first copy will be printed. The remaining copies will be held on the printer until you release them via the printer's control panel.
an the copies			Job Storage Mode  Off:  Proof and Hold  User Name  User name  Custom
			○ Personal Job
	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	2	Make Job Private  PIN to print  (0.000-9999)  Job Notification Options
	copies.		☑ Display Job ID when printing  If job name exists:  Use Job Name + (1:93)  ✓
			About Help  OK Cancel Apply
Temporarily store a personal job on the	In the Job Storage Mode area, click <b>Personal Job</b> .	4.	HP Color Laser, Jet CP3525 PCL 6 Printing Preferences
product and print it later			Advanced Printing Shotouts Paper/Quality Effects Finishing Job Storage Color Services  You job will be stored on the printer and nothing will be printed until you request the job from the printer's control panel. Once the job is printed, it will be automatically removed from the printer's job storage. For Private print jobs add a 4-digit personal identification number
			Job Storage Mode   User Name   © User name   © User name   © User name   Custom   Custom
		0-	Personal Job     Quick Copy     Stored Job  Mole Job Piniole  Job Name
	2 Optional: In the Make Job Private area, click PIN to print, and enter a 4-digit personal identification number (PIN).		Make Job Private  P IN to print  (i) Automatic  Custom  (Automatic)  Lutom  (Automatic)
			✓ Display Job ID when printing  If job name exists:  Use Job Name + (1-93)
			About Help  OK Cencel Apply





How do I?	Steps to perform			
Temporarily store a job on the product	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.  NOTE: These jobs are deleted if the product is turned off.		Advanced Printing Shortcuts Paper/Quality Effect  After your job prints, you can use the printer's control  Job Storage Mode Off Proof and Hold Personal Job Quick Copy Stored Job  Make Job Private PIN to print (0000 9999)  Job Notification Options  Display Job ID when printing	s Finishing Job Storage Color Services
Permanently store a job on the product	In the <b>Job Storage Mode</b> area, click <b>Stored Job</b> .	\	Advanced Printing Shortcuts Paper/Quality Effect  Your job will be stored in the printer as if it is an electroqueted from the printer control panel to be the	
Make a permanently stored job private so that anyone who tries to print it must provide a PIN	<ol> <li>In the Job Storage Mode area, click Stored Job.</li> <li>In the Make Job Private area, click PIN to print, and then enter a 4-digit personal identification number (PIN).</li> </ol>	1 2	Job Storage Mode	User Name ① User name ① Cuxtom  KARYR  Job Name ② Automatic ① Custom
Receive notification when someone prints a stored job	In the <b>Job Notification Options</b> area, click <b>Display Job ID</b> when printing.		Job Notification Options  Display Job ID when printing	About Help  OK Cancel Apply





How do I?	Steps to perform	
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.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Color Services  Your job will be stored in the printer as if it is an electronic file cabinet. Nothing will be printed until your job is requested from the pager's control panel. Use this storage for forms and other common or shared documents.
Specify a name for the stored job	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.	Job Storage Mode  Off  Proof and Hold Personal Job  Otnick Copy Stored Job  Make Job Private PIN to print  (0000-9999)  Custom  Job Name Automatic Custom  Custom  Ocustom  Job Name Custom  Ocustom  Ocustom  Ocustom  Ocustom
	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.	Job Notification Diptions    If job name exists:   Use Job Name + (1-99)





### Retrieve a stored print job

How do I?	Steps to perform
Print a stored job	<ol> <li>Press the Menu button .</li> <li>Press the down arrow ▼ to highlight the RETRIEVE JOB menu, and then press the OK button.</li> <li>Press the down arrow ▼ to highlight your user name, and then press the OK button.</li> <li>Press the down arrow ▼ to highlight a job name, and then press the OK button.</li> </ol>
	The PRINT or PRINT AND DELETE option is highlighted.  5 Press the OK button to select the PRINT or PRINT AND DELETE option.  6 If the job requires a PIN, press the up arrow ▲ or the down arrow ▼ to enter the PIN, and then press the OK button.  NOTE: If you use the up arrow ▲ or the down arrow ▼ to enter the PIN, press the OK button after each digit.  7 Press the OK button to select the COPIES option.  8 To print the number of copies specified in the driver when the job was stored, press the OK button to select the JOB option.  -or-  To print more copies than were specified in the driver when the job was stored, press the down arrow ▼ to highlight the COPIES option, and then press the OK button. Press the up
	arrow ▲ or the down arrow ▼ to select the number of copies, and then press the OK button. The number of copies printed is the number of copies specified in the driver multiplied by the number of copies specified for the COPIES option.





Select layout options

How do I?	Steps to perform
Change the order in which pages are printed	1 Open the driver and click the Advanced tab.  Advanced Printing Shortcuts   Paper/Quality   Effects   Finishing Color   Services    Paper/Output
	2 Open the Document Options section, and then open the Layout Options section.  2 In Graphic Print Optimizations: Enabled Print Opti
	3 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.





Select advanced printing options

How do I?	Steps to perform
Select advanced printing options	1 Open the printer driver and click the Advanced tab. 2 In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 3 In any of the sections are considered to a current setting to activate a dropdown list so you can change the setting. 4 In any of the sections are considered to a current setting to activate a dropdown list so you can change the setting. 5 In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 5 In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 5 In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 6 In any of the sections, click a current setting to activate a dropdown list so you can change the setting. 6 In any of the sections, click a current setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting to activate a dropdown list so you can change the setting list
Change the number of copies that are printed	1 Open the printer driver and click the Advanced tab. 2 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.  1 PP Color Laser Jet CP3525 PCL 6 Advanced Document Settings  Paper/Output  Print (Polor Laser Jet CP3525 PCL 6 Advanced Document Settings)  Paper/Output  Print (Polor Laser Jet CP3525 PCL 6 Advanced Document Settings)  Paper/Output  Print (Polor Laser Jet CP3525 PCL 6 Advanced Document Settings)  Paper/Output  Paper/Output  Print (Polor Laser Jet CP3525 PCL 6 Advanced Document Settings)  Paper/Output  Paper/Output





How do I?	Steps to perform	
Print colored text as black	1 Open the printer driver and click the Advanced tab. 2 Open the Document Options section, and then open the Printer Features section. 3 In the Print All Text as Black drop-down list, select Enabled. 3 In the Print All Text as Black drop-down list, select Enabled. 4 In the Print All Text as Black drop-down list, select Enabled. 5 In the Print All Text as Black drop-down list, select Enabled. 6 In the Print All Text as Black drop-down list, select Enabled. 6 In the Print All Text as Black drop-down list, select Enabled. 6 In the Print All Text as Black drop-down list, select Enabled. 7 In the Print All Text as Black drop-down list, select Enabled Enabled Electron Send True Letterhead Mode: Off Elevator Send True Letterhead Mode: Off Elevator Enabled Elevator Ena	s Finishing Color Services  ument Settings





Paper orientation for loading trays

How do I?	Steps to perform			
Tray 1	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
Preprinted or letterhead	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
			Bottom edge leading into the product	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)	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
Preprinted or letterhead	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





How do I?	Steps to perform	Steps to perform			
Tray 2 or optional Tray 3	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On	
Preprinted or letterhead	Portrait	1-sided printing	Face up	Face down	
			Top edge at the right side of the tray	Top edge at the left side of the tray	
		2-sided printing	Face down	Face down	
			Top edge at the right side of the tray	Top edge at the left of the tray	
	Landscape	1-sided printing	Face up	Face down	
			Top edge toward the back of the product	Top edge toward the back of the product	





How do I?	Steps to perform			
Tray 2 or optional Tray 3	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
(continued)	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

