hp LaserJet M3027 mfp PCL 6 – Printing

How do I:	*Steps to perform*
1. Access the printer driver.	Click on **File**, **Print** in your application, and choose **Properties**.
2. Print on both sides.	Click on the **Finishing** tab, then click **Print on Both Sides**. If you will bind the document along the top, click **Flip Pages Up**.
3. Print booklets.	Select a booklet style from the **Booklet Layout** dropdown menu. **Print On Both Sides** must be selected for this option.
4. Print multiple pages per sheet.	Select a number (between 1 and 16) in the **Pages Per Sheet** spin control. Click **Print Page Borders** to add a box around each printed page. You can also change the **page order**.
5. Set the print orientation.	Click on the **Finishing** tab, then select **Portrait** or **Landscape**. Click **Rotate by 180 degrees** to print envelopes if the return address smears when printing.

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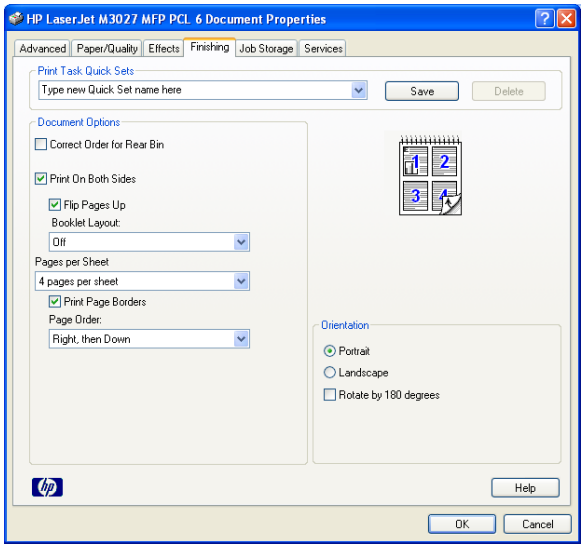

How do I:	*Steps to perform*
6. Scale a page to fit on a selected paper size.	Click on the **Effects** tab, click on the **Print Document On**, select a paper size, then click **Scale to Fit**.
7. Print a watermark.	Click on the **Watermarks** dropdown menu, then select an existing watermark.
8. Add or edit watermarks (the printer driver must be stored on your PC for this to work).	Click **Edit**. Click **New** to add a new watermark, then type in a new name. Highlight an existing watermark and make adjustments to its angle and font attributes. Click **OK** to save the settings.

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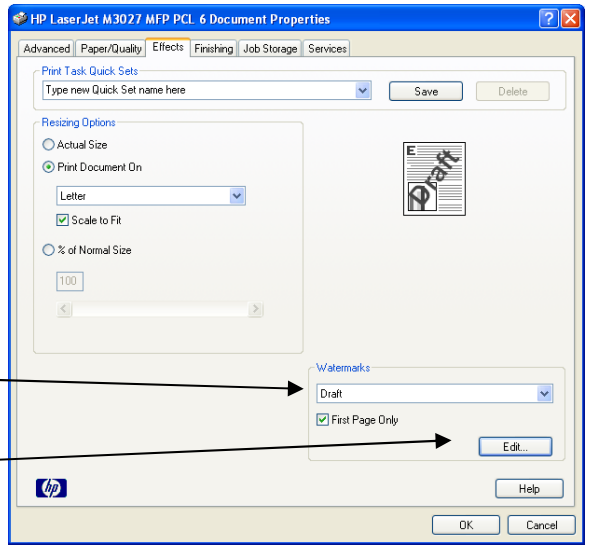

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How do I:	*Steps to perform*
9. Save a Quick Set (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Quick Set, type a name in the **Print Task Quick Sets** field and click **Save**. To delete a Quick Set, display it in the **Print Task Quick Sets** field and click **Delete**.
10. Print different first and last pages.	Click **Use Different Paper/Covers**, then select a **size**, **type**, or **source** for the first, last, and other pages.
11. Select a paper source.	Click the **Source is** dropdown menu, then select a paper tray. Use Manual Feed for printing special media such as transparencies, labels, or envelopes.
12. Select a paper type (the media type should be in a paper tray and set using the printer control panel).	Click the **Type is** dropdown menu, then select a paper type.

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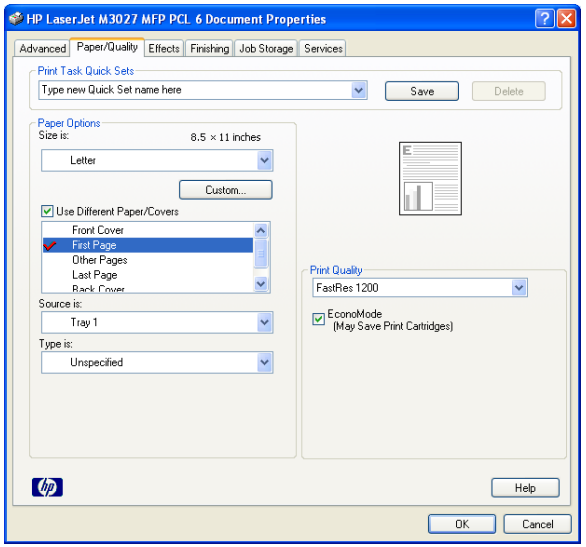

How do I:	*Steps to perform*
13. Set Advanced options.	Click on the **Advanced** tab, click on an option. Choose a setting in the dropdown menu that appears by the option. You can select options for **Paper/Output**, **Graphic**, **Documents Options**, and **Layout Options**.
14. Get help for any printing option.	While in any tab, click the **question mark** in the upper-right side of the top border, then click on a print control. A pop-up message displays help for that control. Click again to remove the pop-up message. Click **Help** for on-line help.

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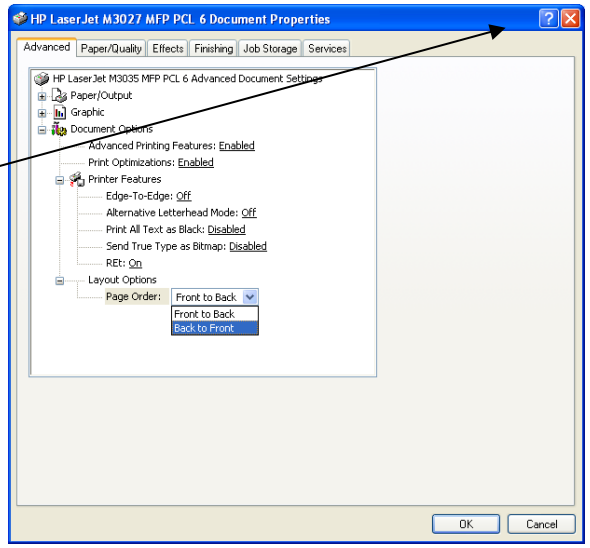

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How do I:	*Steps to perform*
15. Print a proof and hold job (One copy prints for you to proof).	Click on **Job Storage tab**, then select **Proof and Hold**. Enter your **name** and a **job name**, then click **OK**.
16. Print a Private job (Nothing prints until physically selected at the printer using the control panel.).	Click on **Job Storage tab**, then select **Private Job**. Enter your **name** and a **job name**, and a 4-digit Personal Identification Number (**PIN**), then click **OK**.
17. Print a quick copy job (Jobs are printed and then stored temporarily on the hard disk.).	Click on **Job Storage tab**, then select **Quick Copy**. Enter your **name** and a **job name**, then click **OK**.
18. Print a stored job (Nothing prints until physically selected at the printer using the control panel. You can optionally set a 4-digit PIN.).	Click on **Job Storage tab**, then select **Stored Job**. Enter your **name** and a **job name**. If you want to assign a PIN, click **Require PIN to Print** then enter a 4-digit Personal Identification Number (**PIN**). Click **OK**.

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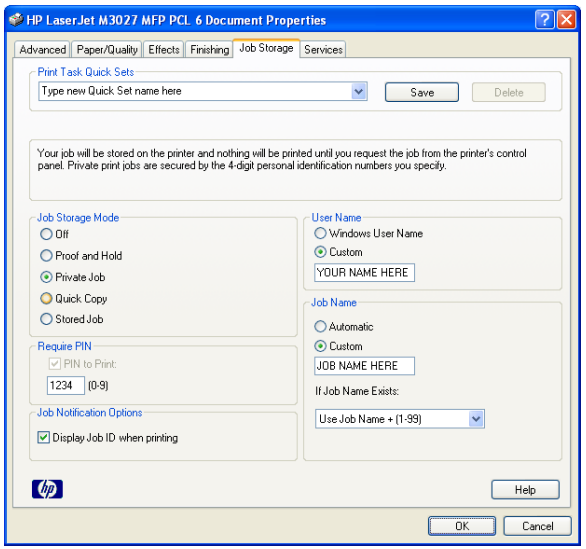

How do I:	*Steps to perform*
19. Run printer services	Click on the **Services** tab, and click any of the buttons. Selecting a service opens a Web browser and displays Services: **Online Diagnostic Tools** – tools to help you diagnosis device problems. **Support and Troubleshooting** - the hp support page for the printer. **Product Manuals** - to an hp support page where you can view and download manuals. **Check for Driver Updates** - hp.com and checks to see if you have the latest print driver. **Order Supplies** - an hp support page where you can order supplies. **Show me how** - tips on how to use your device.

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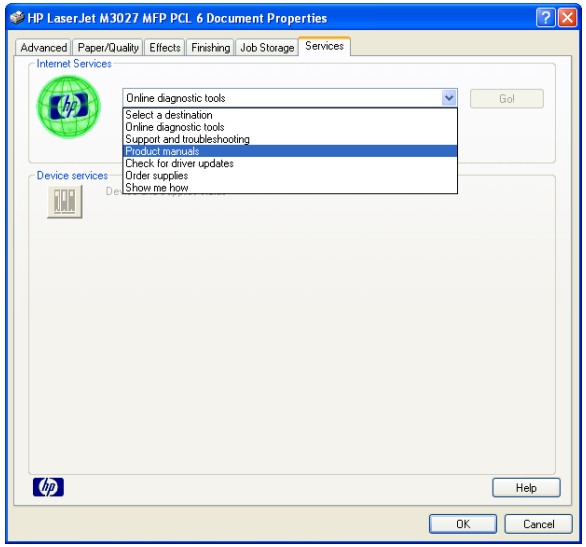

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