



Use a printing shortcut with Windows

- 1. On the **File** menu in the software program, click **Print**.
- Eile
 Edit
 View
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 Save
 As...
 Page
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2.	Select the product, and then click the Properties
	or Preferences button.

Print			₽ <mark>×</mark>			
Printer						
Name:	Regional HP Color LaserJet CP4520 PCL6	-	Properties			
Status: Type:	HP Color LaserJet CP4520 PCL6	^	Fin <u>d</u> Printer			
Where: Comment:	HP Color LaserJet Family Driver PCL5		Print to hie Manual duplex			
Page range	HP LaserJet 8100 Series PCL 5					
Current	HP LaserJet M1319f MFP					
Type p ranges from th	Type par ranges s // Microsoft XPS Document Writer from the					
section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3						
Print <u>w</u> hat:	Document					
Print:	All pages in range Pages per sheet: 1 page		•			
	Scale to paper size: No Scal	ing	•			
Options		ОК	Cancel			

Click the **Printing Shortcuts** tab. 3.

4. Select one of the shortcuts, and then click the **OK** button.

NOTE: When you select a shortcut, the corresponding settings change on the other tabs in the printer driver.

HP Color LaserJet CP4520 PCL6 Document Properties	×					
Advancer Printing Shortcuts Paper/Quality Effects Finishin	ig Job Storage Color Services					
A printing shortcut is a collection of saved print settings that you of with a single click.	can select					
General Everyday Printing						
Eco Print (Two-sided Printing)	Paper type:					
Two-sided (Duplex) Printing	Paper sizes: 8.5 × 11 inches Letter					
Cardstock/Heavy	Paper source: Automatically Select					
Glossy/Presentation	Potrait Staple:					
Factory Defaults	None Print on both sides: No					
Save As Delete Reset	Pages per sheet:					
About Help						
	OK Cancel					
HP Color Laserlet CP4520 PCL6 Document Properties						
Advanced Printing Shortcuts Paper/Quality Effects Finishin	g Job Storage Color Services					
A printing shortcut is a collection of saved print settings that you o with a single click.	can select					
Printing shortcuts:						
General Everyday Printing						
Eco Print (Two-sided Printing)	Paper type: Unspecified					
Paper sizes: 0.5×11 inches						
Paper source:						

Orientation: Portrait

Print on both sides: Yes, flip over

Pages per sheet: 1 page per sheet

Presentation

Save As... Delete Reset

Factory Defaults

110

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About... Help OK Cancel