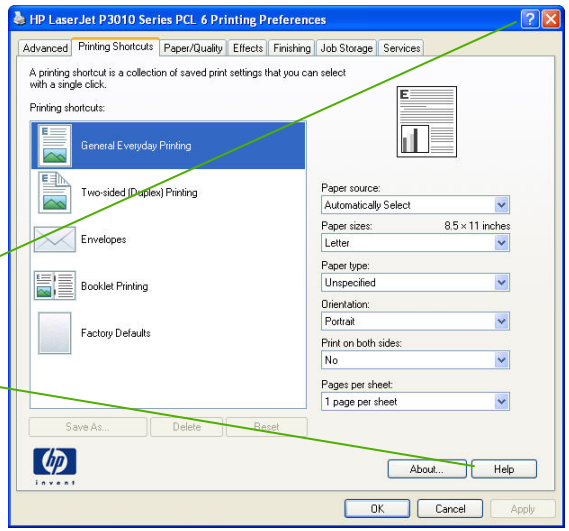
HP LaserJet P3010 Series – Print tasks

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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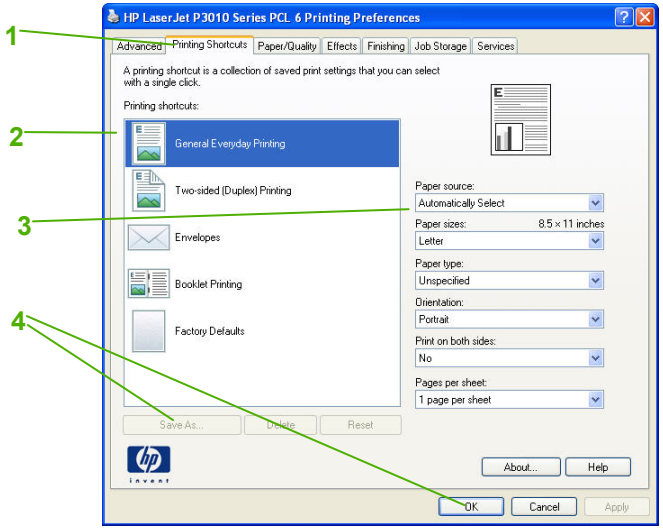
HP LaserJet P3010 Series – Print tasks

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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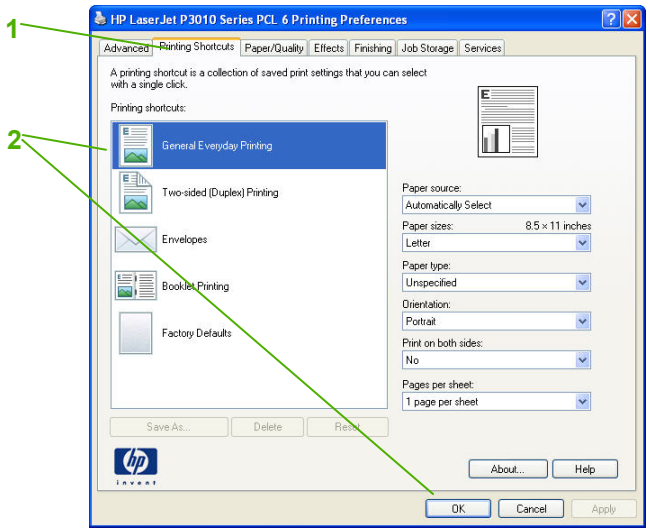
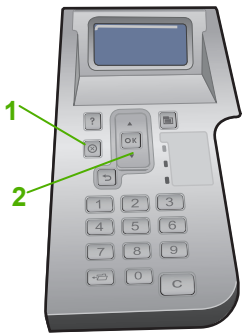
HP LaserJet P3010 Series – Print tasks

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 Press the down arrow ▼ to highlight the **CANCEL CURRENT JOB** option, and then press the OK button. 

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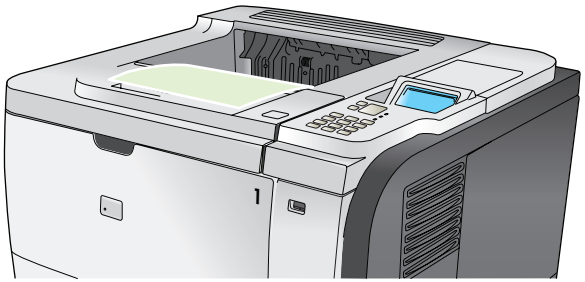
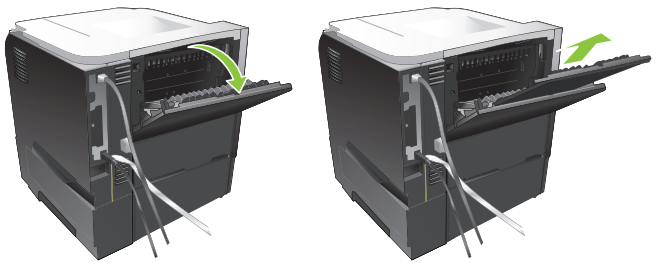
HP LaserJet P3010 Series – Print tasks

Select output options

How do I?	Steps to perform
Print to the top (standard) output bin	The top output bin collects paper face-down, in the correct order. The top output bin should be used for most print jobs, including transparencies. To use the top output bin, be sure that the rear output bin is closed. To avoid jams, do not open or close the rear output bin while the product is printing. 
Print to the rear output bin	The product always prints to the rear output bin if it is open. Paper that is printed to this bin will exit faceup, with the last page on top (reverse order). Printing from Tray 1 to the rear output bin provides the straightest path. Opening the rear output bin might improve performance with the following items: • Envelopes • Labels • Small custom-size paper • Postcards • Paper heavier than 120 g/m^2 (32 lb) To open the rear output bin, grasp the handle at the top of the bin. Pull the bin down to a 45° angle, and slide out the extension. Opening the rear output bin makes the duplexer and the top output bin unavailable. To avoid jams, do not open or close the rear output bin while the product is printing. 

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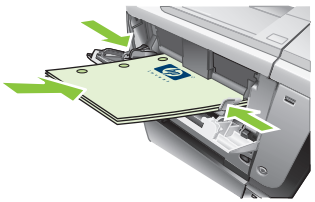
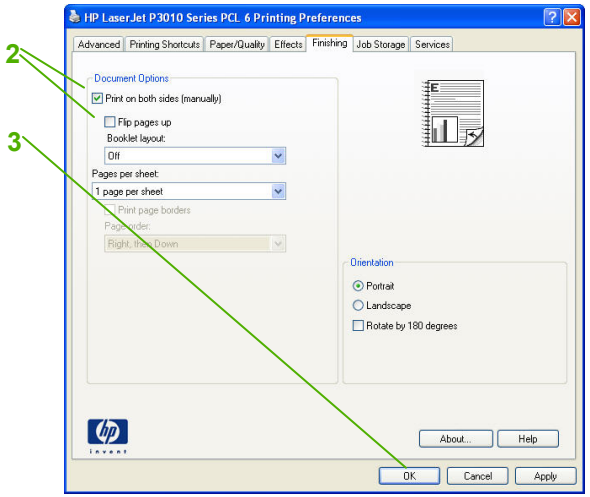
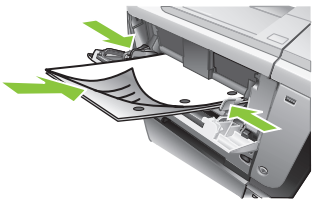
HP LaserJet P3010 Series – Print tasks

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-up in Tray 1 or face-down in Tray 2.  2 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. 3 Click the **OK** button to print the first side of the job.  4 Retrieve the printed stack from the output bin, and place it with the printed-side facing down in Tray 1 or facing up in Tray 2. 

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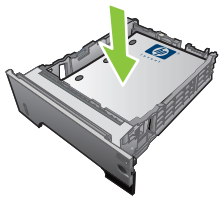
5 Press the **OK** button to print the second side of the job.

Automatically print on both sides (duplex)

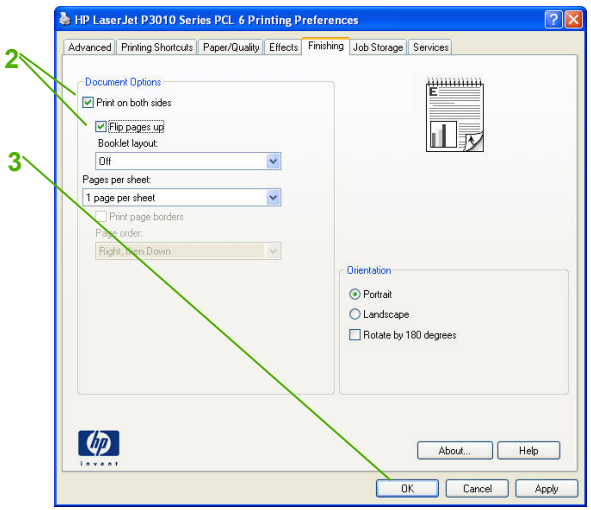
NOTE: This information applies to products that have an automatic duplexer.

1 Load paper face-up in Tray 2.



2 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.

3 Click the **OK** button to print the job.



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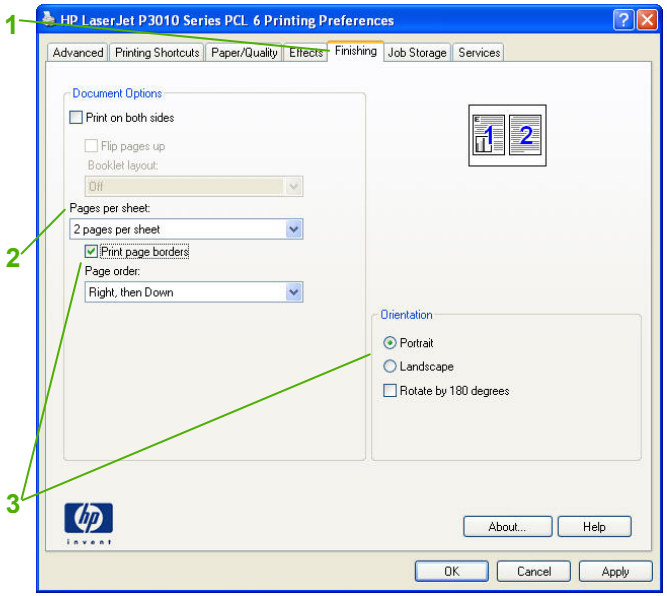
HP LaserJet P3010 Series – Print tasks

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**.



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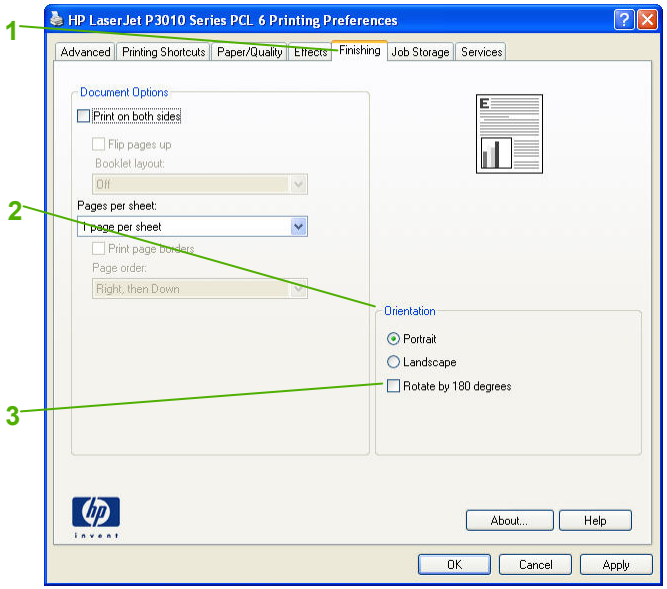
HP LaserJet P3010 Series – Print tasks

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.



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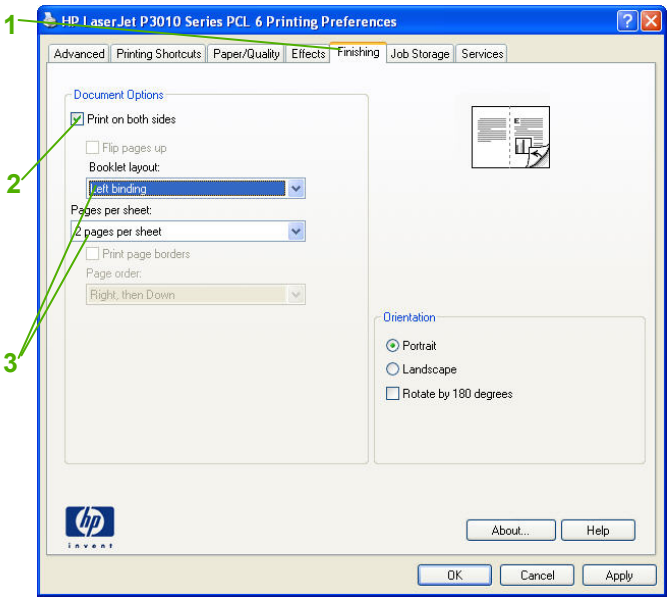
Print a booklet

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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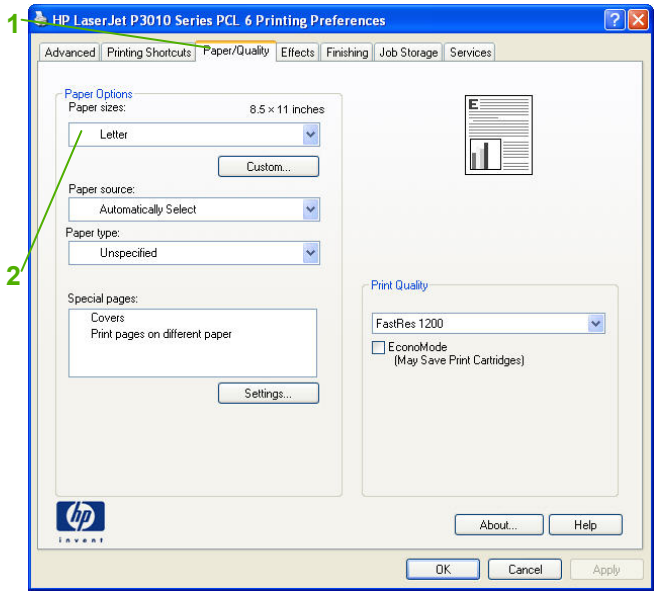
HP LaserJet P3010 Series – Print tasks

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.



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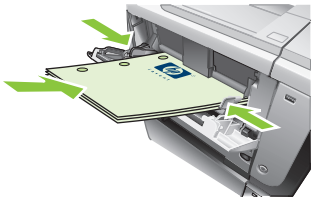
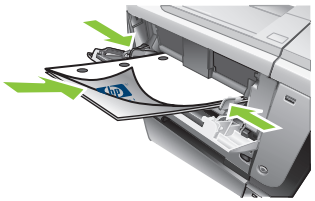
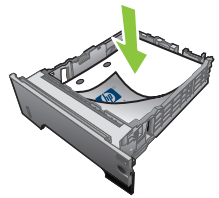
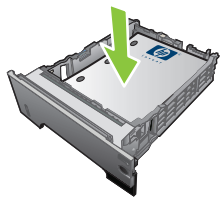
HP LaserJet P3010 Series – Print tasks

Print on pre-printed letterhead and forms

How do I?	Steps to perform
Load trays • Use only letterhead or forms approved for use in laser printers. • Do not use raised or metallic letterhead.	**Tray 1 Single-sided printing** • Face-up • Top edge leading into the product  **Tray 1 Automatic duplex printing** • Face-down • Bottom edge leading into the product  **Tray 2 Single-sided printing** • Face-down • Top edge at the front of the tray  **Tray 2 Automatic duplex printing** • Face-up • Bottom edge at the front of the tray 

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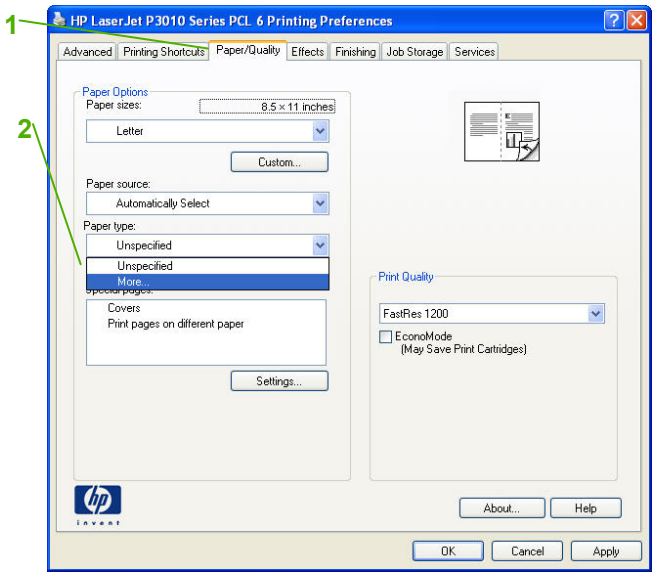
HP LaserJet P3010 Series – Print tasks

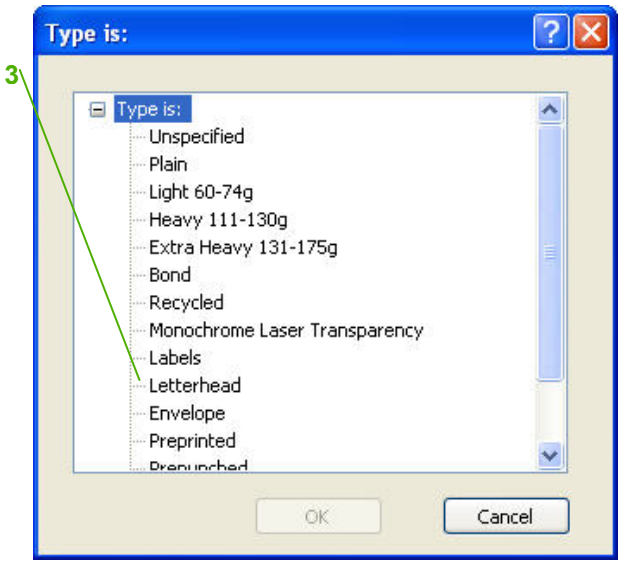
Print on pre-printed letterhead and forms

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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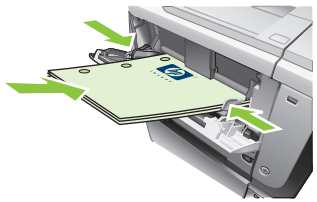
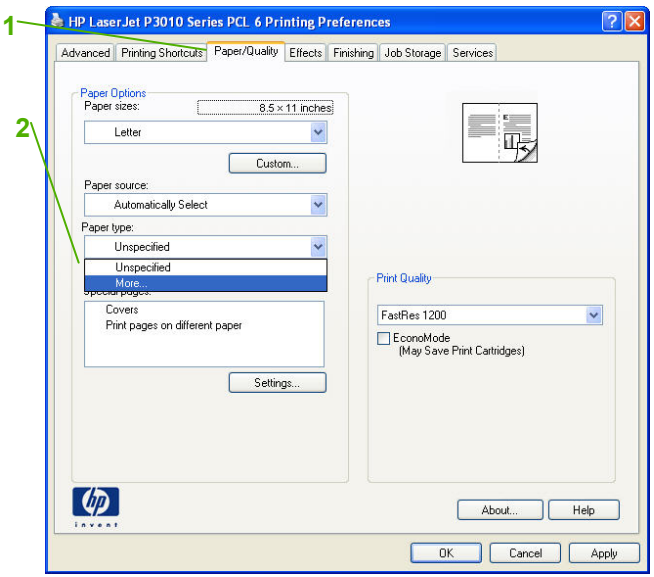
HP LaserJet P3010 Series – Print tasks

Print on special paper, labels, or transparencies

How do I?	Steps to perform
Load trays • Use only labels that have no exposed backing between them. • Use labels that lie flat. • Use only full sheets of labels. • Use only transparencies that are approved for use in laser printers. • Place transparencies on a flat surface after removing them from the product. **Print on special paper, labels, or transparencies**	**Tray 1 Single-sided printing** • Face-up • Top edge leading into the product  1 Open the printer driver and click the **Paper/Quality** tab. 2 From the **Paper type** drop-down list, click **More** . . . 

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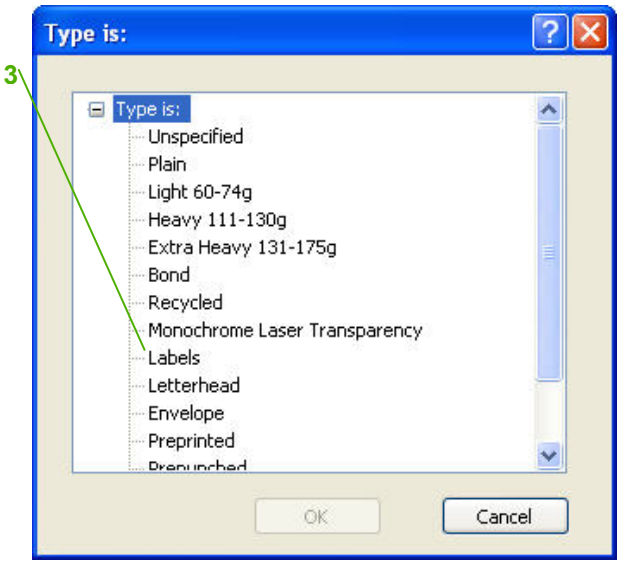
HP LaserJet P3010 Series – Print tasks

How do I?	Steps to perform
	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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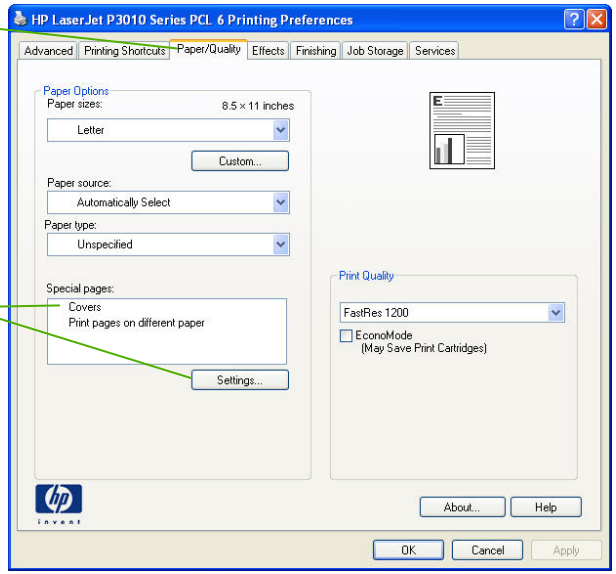
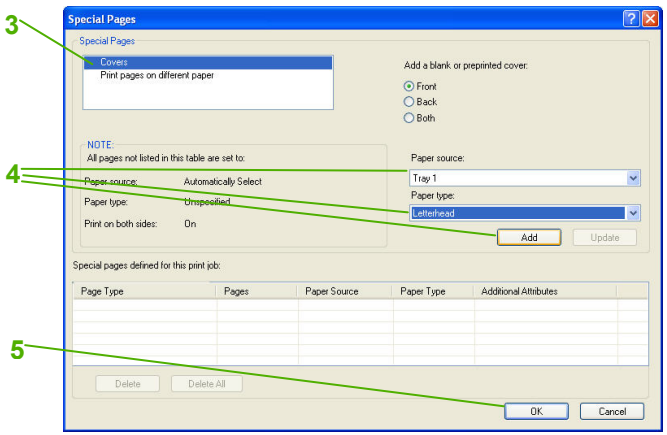
HP LaserJet P3010 Series – Print tasks

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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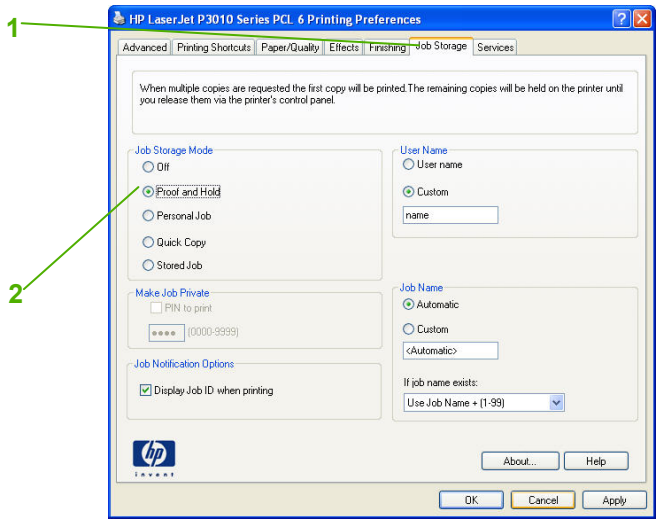
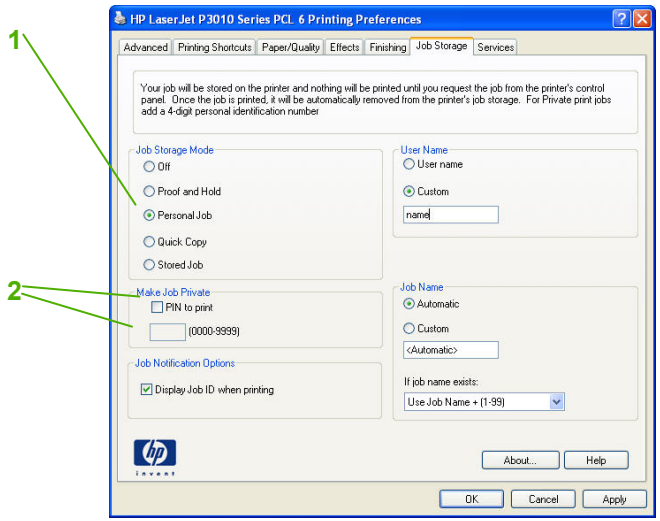
HP LaserJet P3010 Series – Print tasks

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	1 In the Job Storage Mode area, click **Personal Job**. 2 Optional: In the **Make Job Private** area, click **PIN to print**, and enter a 4-digit personal identification number (PIN).





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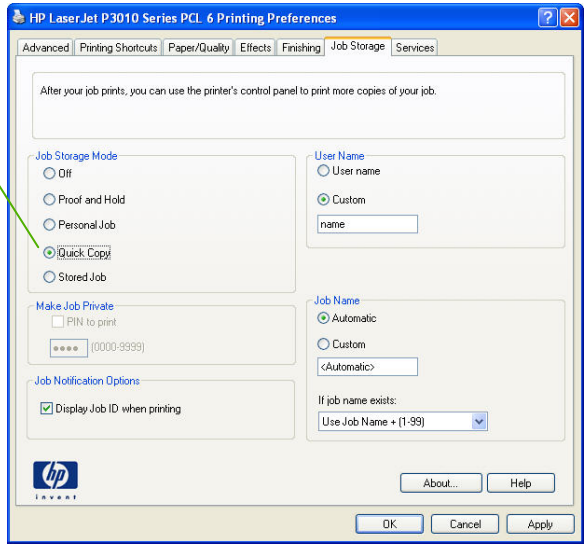
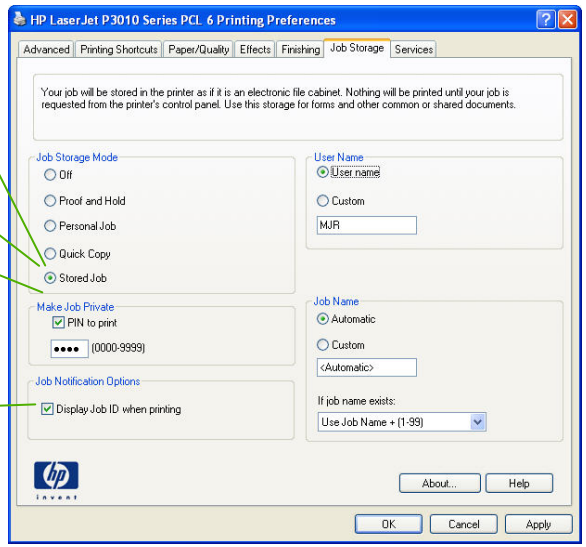
HP LaserJet P3010 Series – Print tasks

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.





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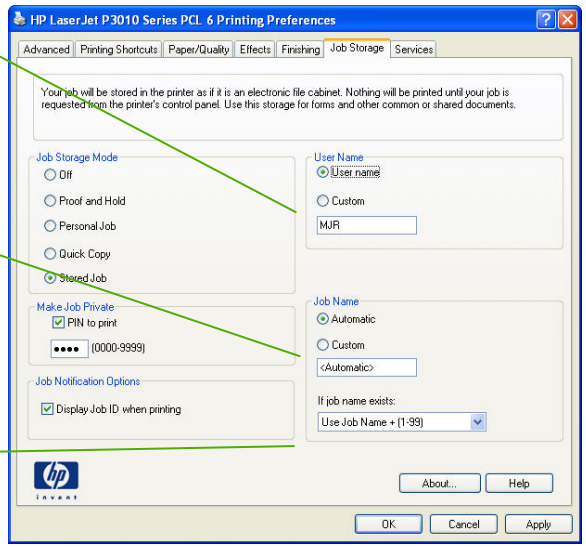
HP LaserJet P3010 Series – Print tasks

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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HP LaserJet P3010 Series – Print tasks

Retrieve a stored print job

How do I?	Steps to perform
Print a stored job	1 If the product has a numeric keypad, press the folder button to open the **RETRIEVE JOB** menu. **-or-** Press the Menu button . Press the down arrow ▼ to highlight the **RETRIEVE JOB** menu, and then press the OK button. 2 Press the down arrow ▼ to highlight your user name, and then press the OK button. 3 Press the down arrow ▼ to highlight a job name, and then press the OK button. The **PRINT** or **PRINT AND DELETE** option is highlighted. 4 Press the OK button to select the **PRINT** or **PRINT AND DELETE** option. 5 If the job requires a PIN, use the numeric keypad, or 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. 6 To print the number of copies specified in the driver when the job was stored, press the OK button. **-or-** To print a different number of copies than you specified in the driver when you stored the job, use the numeric keypad, or press the up arrow ▲ or the down arrow ▼ to select the number of copies, and then press the OK button.

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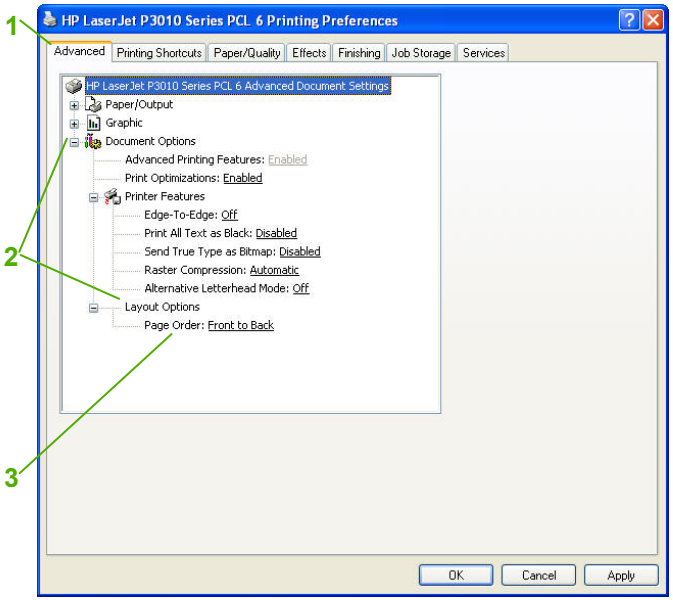
HP LaserJet P3010 Series – Print tasks

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. 2 Open the **Document Options** section, and then open the **Layout Options** section. 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.



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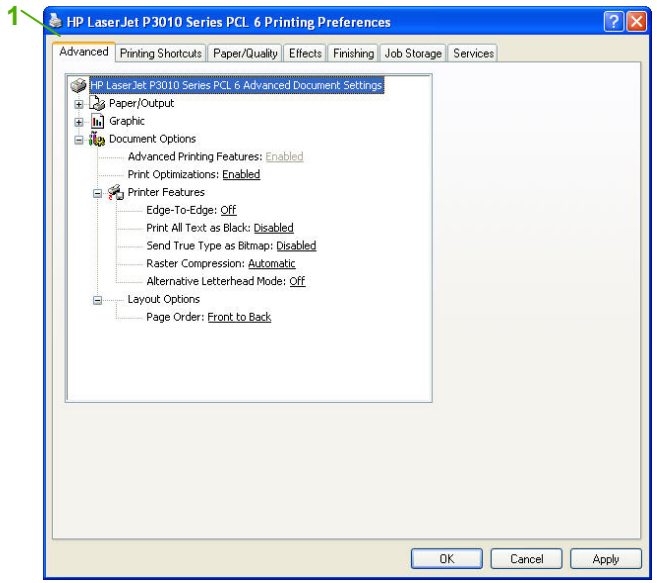
HP LaserJet P3010 Series – Print tasks

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.



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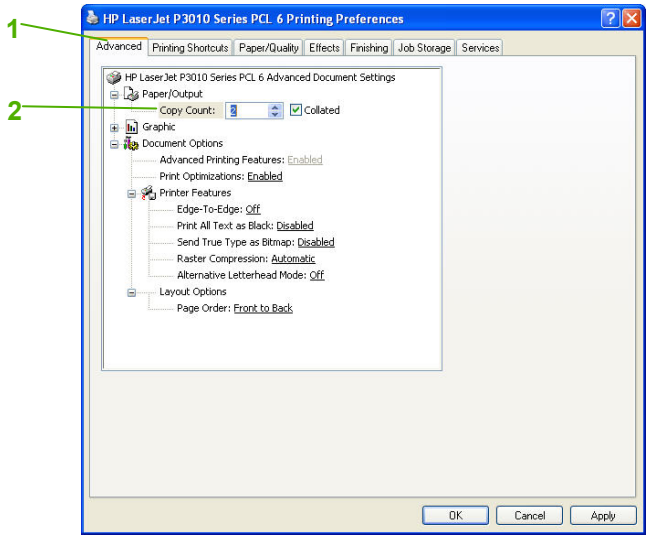
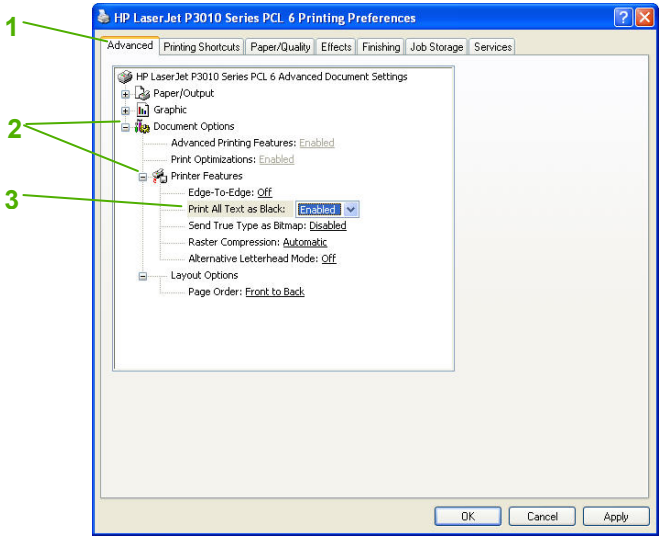
HP LaserJet P3010 Series – Print tasks

How do I?	Steps to perform
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.
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**.





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Set sleep mode

How do I?	Steps to perform
Disable or enable sleep mode The adjustable sleep mode feature reduces power consumption when the product has been inactive for an extended period.	1 Press the Menu button. 2 Open each of the following menus. Press the down arrow ▼ to highlight it and then press the OK button to select it. a. **CONFIGURE DEVICE** b. **RESETS** c. **SLEEP MODE** 3 Press the up arrow or down arrow ▲/▼ to select the **ON** or **OFF** setting, and then press the OK button. 4 Press the Menu button.
Set sleep delay You can set the length of time before the product enters sleep mode. The default setting is **30 MINUTES**.	1 Press the Menu button. 2 Open each of the following menus. Press the down arrow ▼ to highlight it and then press the OK button to select it. a. **CONFIGURE DEVICE** b. **SYSTEM SETUP** c. **SLEEP DELAY** 3 Press the up arrow or down arrow ▲/▼ to select the appropriate time period, and then press the OK button. 4 Press the Menu button.

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