

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 .	HP Laser Jet P3010 Series PCL 6 Printing Preferences Advanced Printing Shotcuts Paper/Quality Effects Frinking Job Storage Services A printing shotcut is a collection of saved print settings that you can select whith a single click.
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.	Prinning aboticula: Image aboticula: Image about the state of







How do I?	Steps to perform	
Create a printing shortcut	1 Open the printer driver and click the Printing Shortcuts tab.	Advanced Printing Shotcuts Paper/Quality Effects Frishing Job Storage Services Advanced Printing Shotcuts Paper/Quality Effects Frishing Job Storage Services A printing shotcuts is a collection of saved print settings that you can select with a single cick.
NOTE: Always select a shortcut before adjusting any of	2 Select an existing shortcut as a base.	2 Printing shortcutz: General Everyday Printing Two-sided [Duples] Printing Paper source: Paper source:
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.	Automatically Select Automatically Select Paper size: 85×11 inches Letter Booklet Printing Unspecified Unspecified
	4 Click Save As , type a name for the shortcut, and click OK .	4 Directation: Pactory Defaults Pages per sheet 1 page per sheet 1 page per sheet ■
		About Help







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	 Press the stop button ⁽²⁾ on the control panel. Press the down arrow ▼ to highlight the CANCEL CURRENT JOB option, and then press the OK button.







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/m² (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.



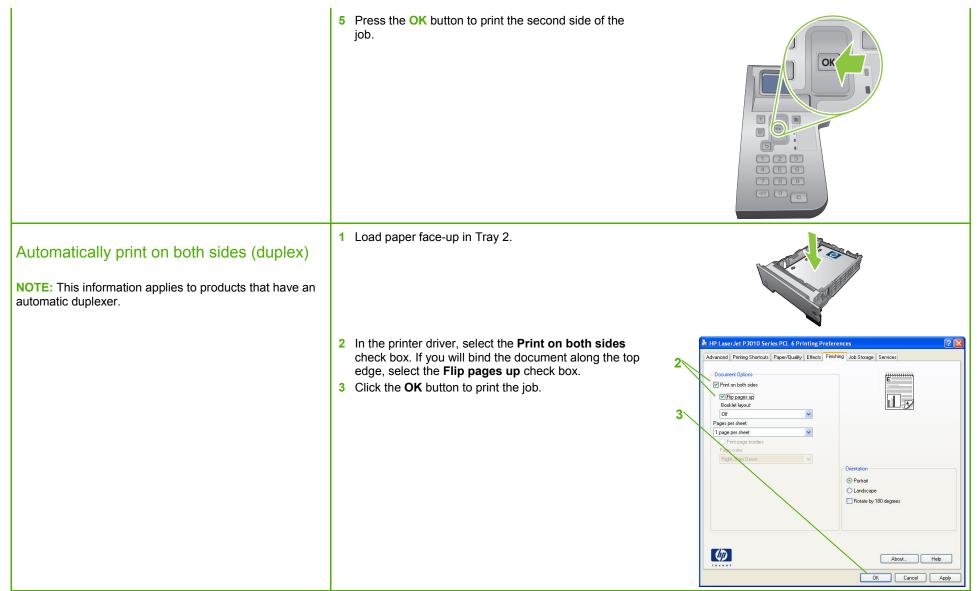


Print on both sides (duplex)

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.











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.	1 Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services Document Options Print on both sides Flip pages up
	2 Select the number of pages per sheet from the Pages per sheet drop-down list.	2 Booklet layou: Iff Pages per sheet 2 pages per sheet W Print page borders Page order: Right, then Down Diferitation Portrait Landscape Rotate by 180 degrees
	3 Select the correct options for Print page borders, Page order, and Orientation.	About Help





Select page orientation

How do I?	Steps to perform	
Select page orientation	1 Open the printer driver and click the Finishing tab.	1 Advanced Printing Skottcuts Paper/Quality Effects Finishing Job Storage Services Document Options Print on both aides Filip pages up Booket Javout
	 2 In the Orientation area, select the Portrait or Landscape option. 3 To print the page image upside down, select the 	Booklet layout: Ori Pages per sheet: Print page too-kert: Page order: Right, then Down Orientation Orientation Image or the page order: Right, then Down Orientation Image order: Right, then Down
	Rotate by 180 degrees option.	About Help





Print a booklet

How do I?	Steps to perform
How do I? Print a booklet	Steps to perform 1 Open the printer driver and click the Finishing tab. 2 Select the Print on both sides check box. 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.







Print on different page sizes

How do l?	Steps to perform	
Print on different page sizes	1 Open the printer driver and click the Paper/Quality 1 tab.	HP LaserJet P3010 Series PCL 6 Printing Preferences
Select a page size	2 Select a size from the Paper sizes drop-down list.	Paper Sizes: 8.5 × 11 linches Letter Image: Custom Automatically Select Image: Covers Print Dages: Image: Covers Covers FastRes 1200 Print pages on different paper Image: Covers Settings Settings Exerctly between the set of the set o







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





1 Open the printer driver and click the **Paper/Quality** http://www.commercearcherter.com/series/action/acti ? X 1-Print on pre-printed letterhead and forms tab. Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services Paper Option: Paper sizes: 2 From the Paper type drop-down list, click More . . . 8.5×11 inches 2 ~ Letter Custom. Paper source: Automatically Select Paper type: Unspecified Unspecified Print Quality Covers FastRes 1200 ~ Print pages on different paper EconoMode (May Save Print Cartridges) Settings... 6 About... Help OK Cancel Apply 3 Expand the options for Type is: Expand the ? × Type is: category of paper types that best describes your paper, and then click the paper type that you are 3∖ using. Type is: ~ Unspecified Plain Light 60-74g Heavy 111-130g Extra Heavy 131-175g Bond Recycled Monochrome Laser Transparency Labels Letterhead Envelope Preprinted V Dranunchar OK Cancel







Print on special paper, labels, or transparencies







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. Type is: Unspecified Plain Uight 60-74g Heavy 111-130g Extra Heavy 131-175g Bond Recycled Monochrome Laser Transparency Labels Letterhead Envelope Preprinted Or Cancel







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	 Open the printer driver and click the Paper/Quality tab. In the Special pages area, click Covers or Print pages on different paper, and then click Settings. 	1	HP Laser Jet P3010 Series PCL 6 Printing Preferences Advanced Printing Shortcuts Paper Ignors 8.5 × 11 inches Letter Custom Paper lype: Image: Covers Print Quality FastRes 1200 Print Quality FastRes 1200 Seetings 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. 	3	Inverse OK Cancel Apply Special Pages
	5 Click OK.	5—	Page Type Pages Page Source Page Type Additional Altitytutes Defete Defete All OK Cancel







Store a print job

How do I?	Steps to perform		
Set job storage options Print on copy for proof before printing all the copies	 Open the printer driver and click the Job Storage tab. 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. 	2	IPL Laser Jet P3010 Series PCL 6 Printing Preferences Advanced Printing Shortcuts Paper/Quality Effects Firsthing 4do Storage Services Voter multiple copies are requested the first copy will be printed. The remaining copies will be held on the printer until you release them was the printer's control parel. User Name Ubb Storage Mode O tri O user Name O user name O custom Personal Job O duckt. Copy O stored Job O duckt. Copy O custom Idb Name O duckt. Copy O toronalic Custom Image: Job Name O duckt. Copy O toronalic Image: O duckt. Copy Display Job ID when printing Idb Name O duckt. Image: Display Job ID when printing Idb Name e stits: User Job Name e (1:39) Idb Job Name e (1:39) Image: Display Job ID when printing Display Job ID when printing Display Job ID when printing Idb Datu Help
Temporarily store a personal job on the product and print it later	 In the Job Storage Mode area, click Personal Job. Optional: In the Make Job Private area, click PIN to print, and enter a 4-digit personal identification number (PIN). 	2	IP Laser Jet P3010 Series PCL 6 Printing Preferences Advanced Printing Shotcuts Paper/Quality Effects Finiting Job Storage Services You job will be stored on the printer and nothing will be printed until you request the job from the printer's control penel. Once the job is printed, it will be automalically removed from the printer's job storage. For Printer print jobs Job Storage Mode User Name Off Outer name Outer name Proof and Hold Outer name Outer name Quick Copy Stored Job Job Name Oth Notification Options User Name Ub Notification Options User Job Name exists: Use Job Name + (1:39) Mood Mode DK Cancel







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.		HP LaserJet P3010 Series PCL 6 Printing Advanced Printing Shotouts Paper/Quality Effe After your job prints, you can use the printer's cont dob Storage Mode Off Proof and Hold Personal Job Quadc Copy Stored Job Make Job Private PIN to print even (0000-9393) Job Notification Options V Display Job ID when printing	cts Finishing Job Storage Services
Permanently store a job on the product	In the Job Storage Mode area, click Stored Job.		HP LaserJet P3010 Series PCL 6 Printin Advanced Printing Shortcuts Paper/Quality Effe Your job will be stored in the printer as if it is an el requested from the printer's control panel. Use thi	
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. 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. 	1	Job Storage Mode Off Proof and Hold Personal Job Duick Copy Stored Job Make Job Private PIN to print POD 10000-93939) Job Notification Options V Display Job ID when printing	User Name © Laston MJR Job Name © Automatic © Custon (Automatic) Hi job name exists: Use Job Name + (1-59) v
				OK Cancel Apply







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.	HP Laser Jet P3010 Series PCL 6 Printing Preferences Image: Comparison of the printer series Advanced Printing Shortcuts Paper/Quality Effects Finishing Job Storage Services Yourjeb, 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 printer's control panel. Use this storage for forms and other common or shared documents. Image: Comparison of the printer's control panel. Imag
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.	Job Storage Mode User Name O Iff O User name Proof and Hold Custom Quick Copy WR Wite Job Private Job Name P IN to print O Custom Image: Strategy of the print O Custom Viser name O Automatic O Duto Notification Options O Custom
	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.	2 Display Job ID when pinting Use Job Name + (1-39) V About Help OK Cancel Apply





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.





Select layout options

How do I?	Steps to perform
Change the order in which pages are	1 Open the driver and click the Advanced tab.
Change the order in which pages are printed	2 Open the Document Options section, and then open the Layout Options section. 2 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.





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. 1 Image: Advanced Printing Products: Content Control Content Setting: Content Co







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 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.







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.	 Press the Menu button . 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 Press the up arrow or down arrow ▲/▼ to select the ON or OFF setting, and then press the OK button.
Set sleep delay You can set the length of time before the product enters sleep mode. The default setting is 30 MINUTES.	 4 Press the Menu button . 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 .

