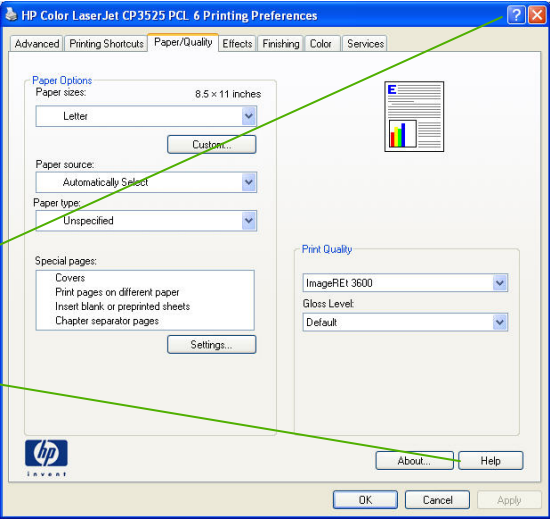


HP Color LaserJet CP3525 Series – Print tasks

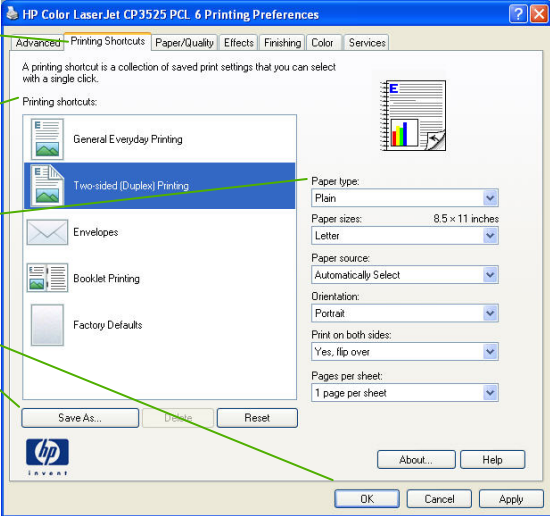


Use features in the Windows driver

How do I?	Steps to perform
<p data-bbox="92 373 415 408">Open the printer driver</p> <p data-bbox="92 652 531 687">Get help for any printing option</p>	<p data-bbox="709 347 1283 427">On the File menu in the software program, click Print. Select the printer, and then click Properties or Preferences.</p> <p data-bbox="709 627 1312 735">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.</p> 

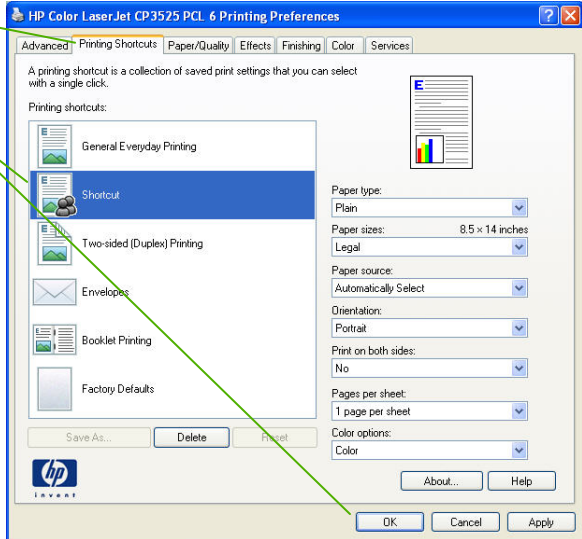







How do I?	Steps to perform
<p data-bbox="92 300 453 336">Create a printing shortcut</p> <p data-bbox="92 435 684 544">NOTE: Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.</p>	<ol data-bbox="716 284 1270 630" style="list-style-type: none">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. 





How do I?	Steps to perform
<p data-bbox="94 300 420 335">Use a printing shortcut</p> <p data-bbox="94 435 682 547">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.</p>	<ol data-bbox="714 271 1323 414" style="list-style-type: none">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. 
<p data-bbox="94 957 682 1029">Cancel a print job from the product control panel</p>	<ol data-bbox="714 933 1323 1236" style="list-style-type: none">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. 



HP Color LaserJet CP3525 Series – Print tasks



Print on both sides (duplex)

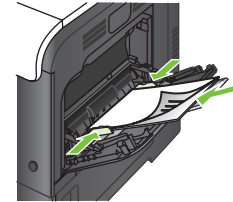
How do I?

Manually print on both sides (duplex)

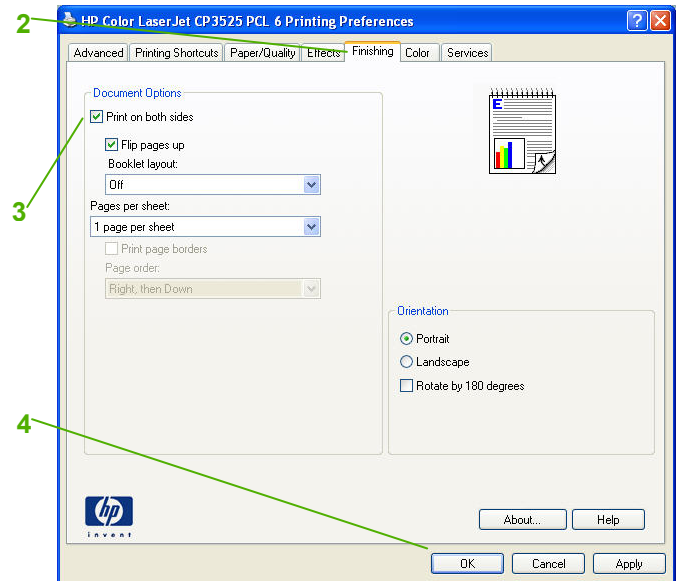
NOTE: This information applies to products that do not have an automatic duplexer.

Steps to perform

1 Load paper face-down in Tray 1 or face-up in Tray 2.



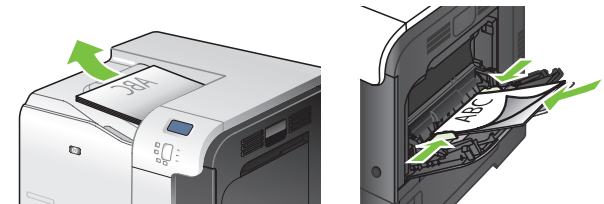
2 Open the printer driver and click the **Finishing** tab.




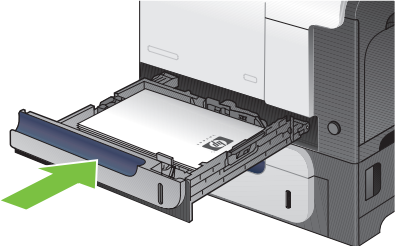
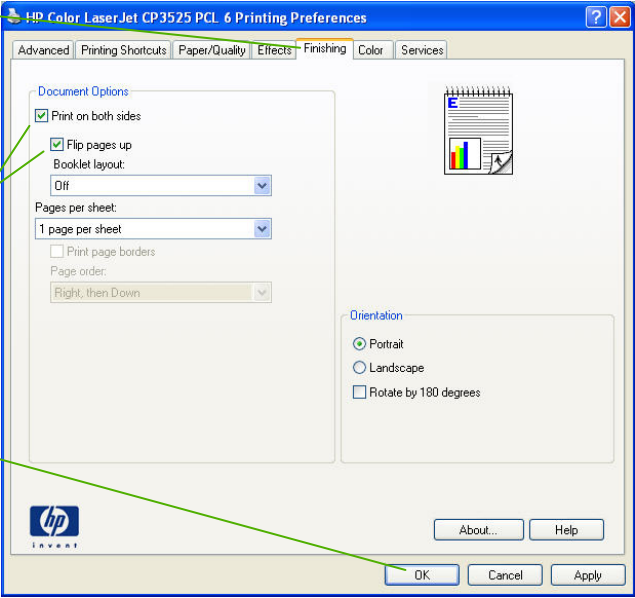
3 In the printer driver, select the **Print on both sides (manually)** check box. If you will bind the document along the top edge, select the **Flip pages up** check box.

4 Click the **OK** button to print the first side of the job.

5 Retrieve the printed stack from the output bin, and place it with the printed-side facing up in Tray 1.





How do I?	Steps to perform
<p>Manually print on both sides (duplex) (continued)</p>	<p>6 Press the OK button to print the second side of the job.</p> 
<p>Automatically print on both sides (duplex)</p> <p>NOTE: This information applies to products that have an automatic duplexer.</p>	<p>1 Load paper face-up in Tray 2.</p>  <p>2 Open the printer driver and click the Finishing tab.</p>  <p>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.</p> <p>4 Click the OK button to print the job.</p>





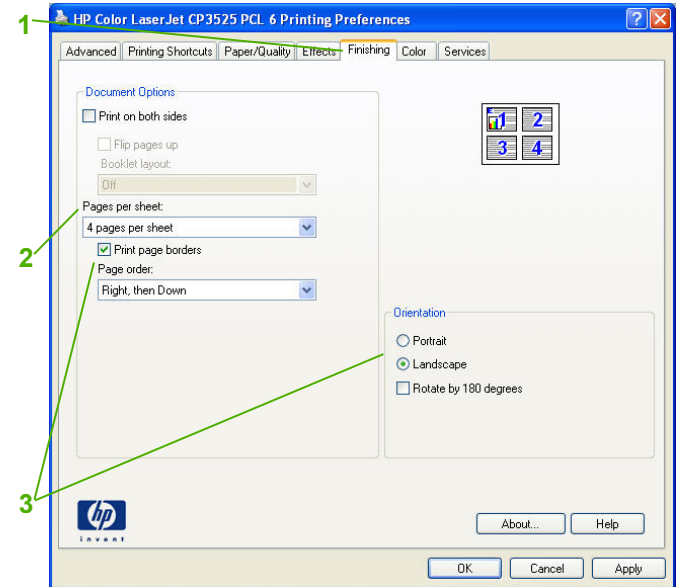
Print multiple pages per sheet

How do I?

Print multiple pages per sheet

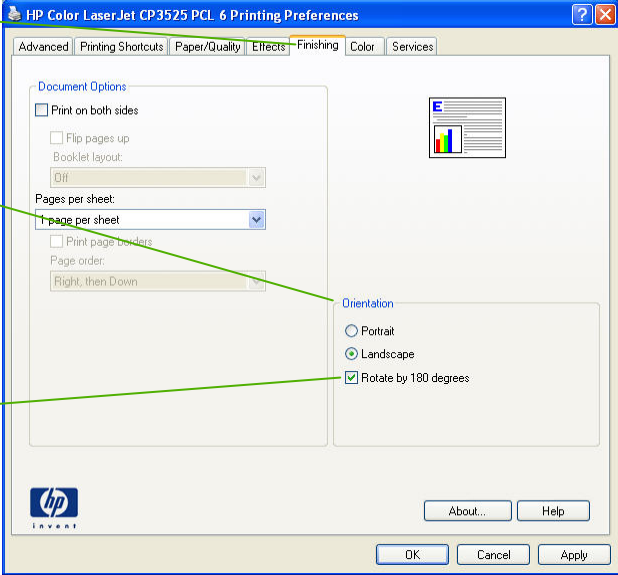
Steps to perform

- 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**.





Select page orientation

How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="716 316 1323 343">1 Open the printer driver and click the Finishing tab.<li data-bbox="716 515 1239 571">2 In the Orientation area, select the Portrait or Landscape option.<li data-bbox="716 715 1260 770">3 To print the page image upside down, select the Rotate by 180 degrees option. 





Print a booklet

How do I?

Print a booklet

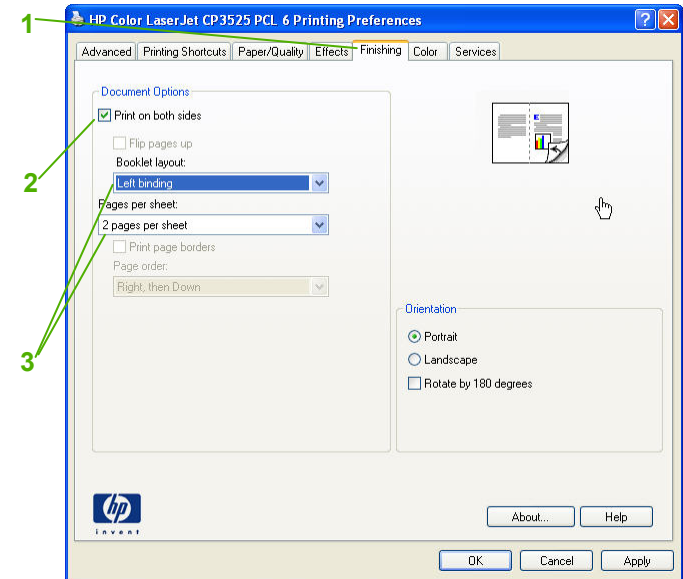
Steps to perform

1 Open the printer driver and click the **Finishing** tab.

2 Select the **Print on both sides** check box.

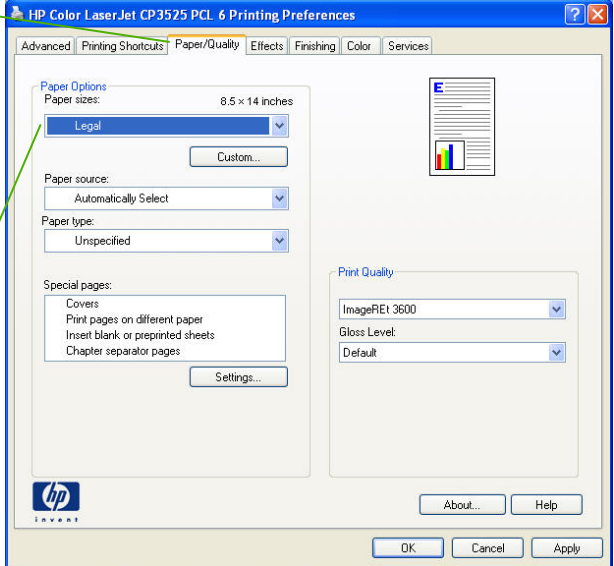
3 In the **Booklet layout** drop-down list, click the **Left binding** or **Right binding** option.

The **Pages per sheet** option automatically changes to **2 pages per sheet**.





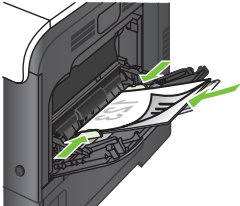
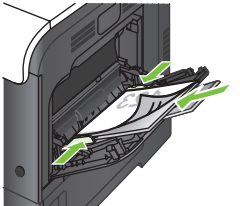
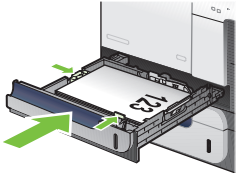
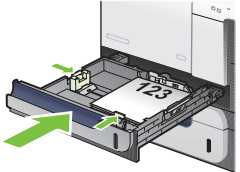
Print on different page sizes

How do I?	Steps to perform
<p data-bbox="94 343 493 379">Print on different page sizes</p> <p data-bbox="94 411 336 448">Select a page size</p>	<ol data-bbox="735 319 1323 622" style="list-style-type: none"><li data-bbox="735 319 1323 375">1 Open the printer driver and click the Paper/Quality tab.<li data-bbox="735 598 1323 622">2 Select a size from the Paper sizes drop-down list. 





Print on pre-printed letterhead and forms

How do I?	Steps to perform
<p>Load paper and print media</p> <p>Tray 1</p>	<p>Portrait</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face down • Top edge leading into the product <p>NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.</p>  <p>Landscape</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face down • Top edge toward the back of the product 
<p>Tray 2 or optional Tray 3</p>	<p>Portrait</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face up • Top edge at the right side of the tray <p>NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.</p>  <p>Landscape</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face up • Top edge toward the back of the product 



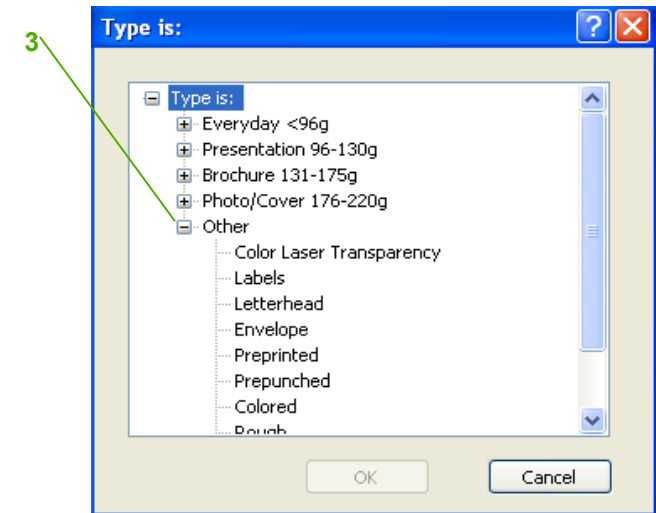
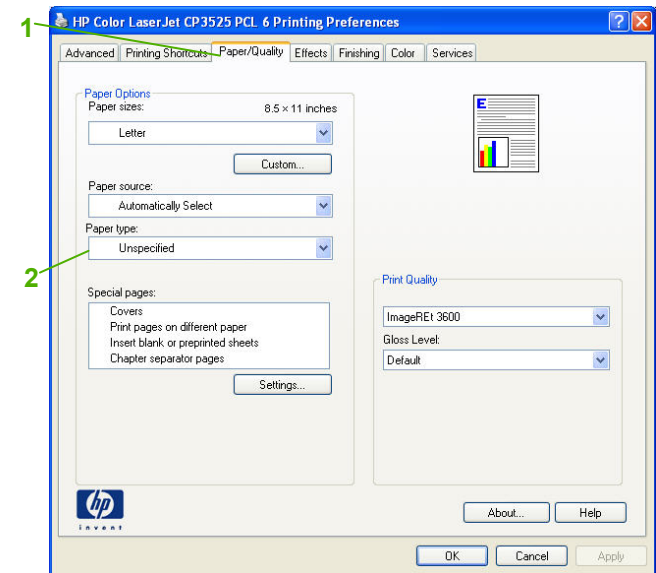


How do I?

Print on pre-printed letterhead or forms

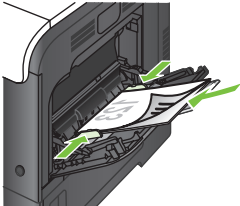
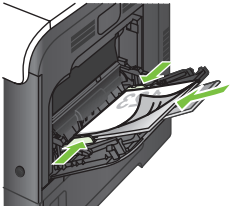
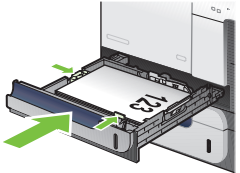
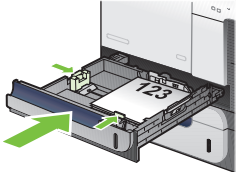
Steps to perform

- 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.





Print on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Load paper and print media</p> <p>Tray 1</p>	<p>Portrait</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face down • Top edge leading into the product <p>NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.</p>  <p>Landscape</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face down • Top edge toward the back of the product 
<p>Tray 2 or optional Tray 3</p>	<p>Portrait</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face up • Top edge at the right side of the tray <p>NOTE: The ALTERNATIVE LETTERHEAD MODE setting affects the way you load letterhead or preprinted paper. This setting is turned off by default.</p>  <p>Landscape</p> <p>Alternative Letterhead mode = OFF</p> <ul style="list-style-type: none"> • Load paper face up • Top edge toward the back of the product 





How do I?

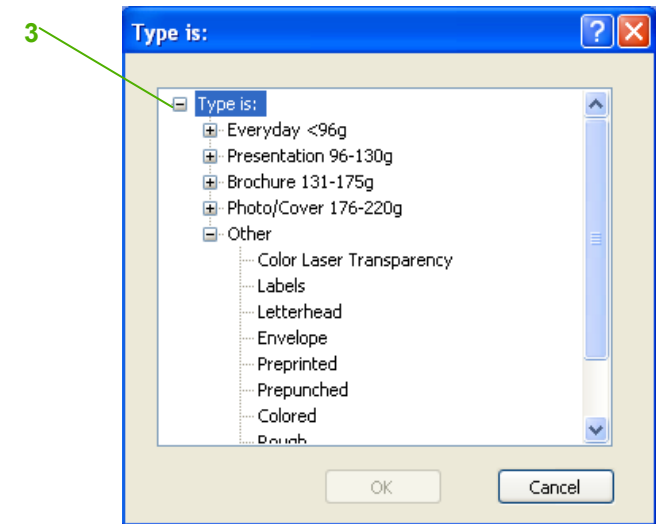
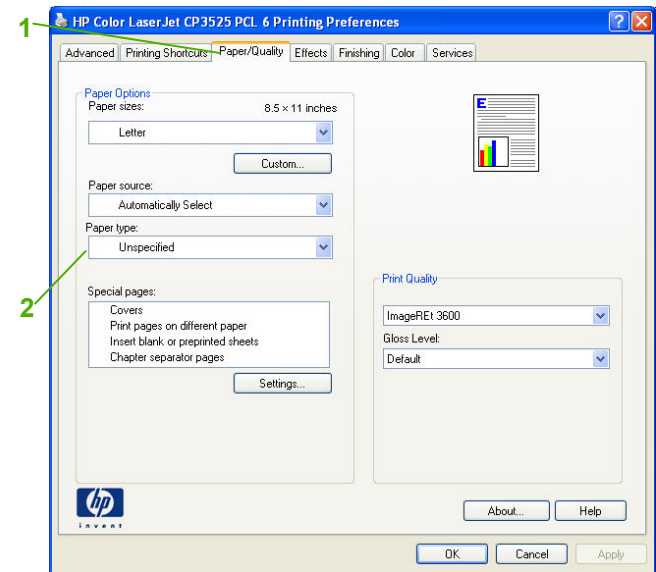
Print on special paper, labels, or transparencies (continued)

Steps to perform

1 Open the printer driver and click the **Paper/Quality** tab.

2 From the **Paper type** drop-down list, click **More . . .**

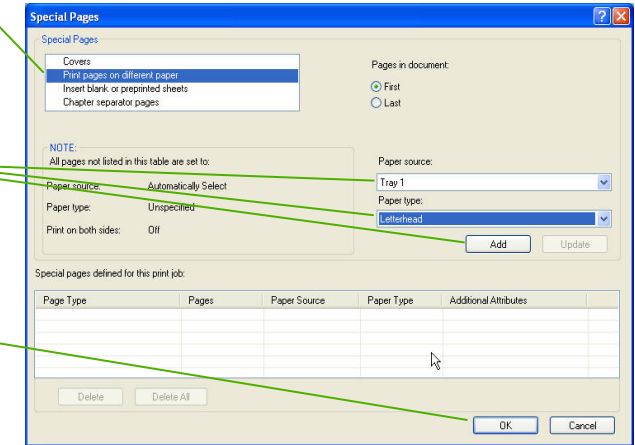
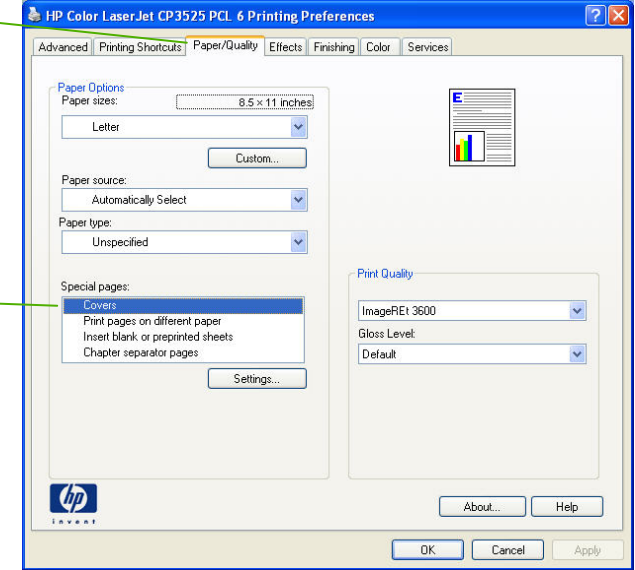
3 Expand the options for **Type is:**. Expand the category of paper types that best describes your paper, and then click the paper type that you are using.





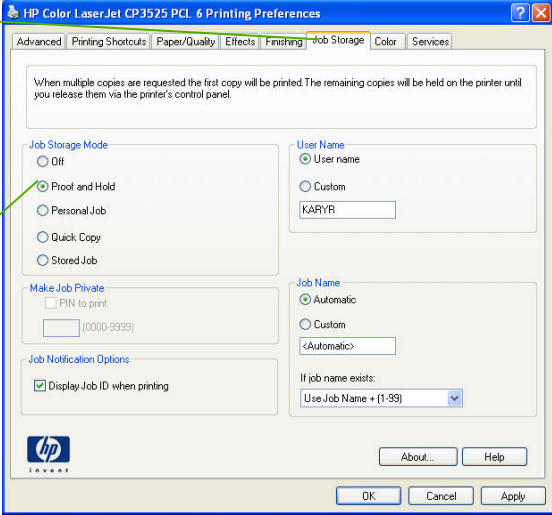
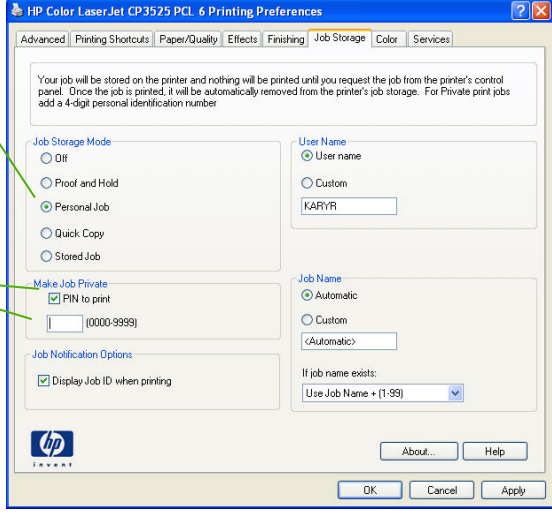
Print a different first or last page

How do I?	Steps to perform
<p>Print the first or last page on different paper</p> <p>Print covers on different paper</p>	<ol style="list-style-type: none"> 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.





Store a print job

How do I?	Steps to perform
<p>Set job storage options</p> <p>Print on copy for proof before printing all the copies</p>	<ol style="list-style-type: none"> <li data-bbox="625 316 1302 343">1 Open the printer driver and click the Job Storage tab. <li data-bbox="625 590 1302 699">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. 
<p>Temporarily store a personal job on the product and print it later</p>	<ol style="list-style-type: none"> <li data-bbox="625 874 1302 901">1 In the Job Storage Mode area, click Personal Job. <li data-bbox="625 1149 1302 1204">2 Optional: In the Make Job Private area, click PIN to print, and enter a 4-digit personal identification number (PIN). 

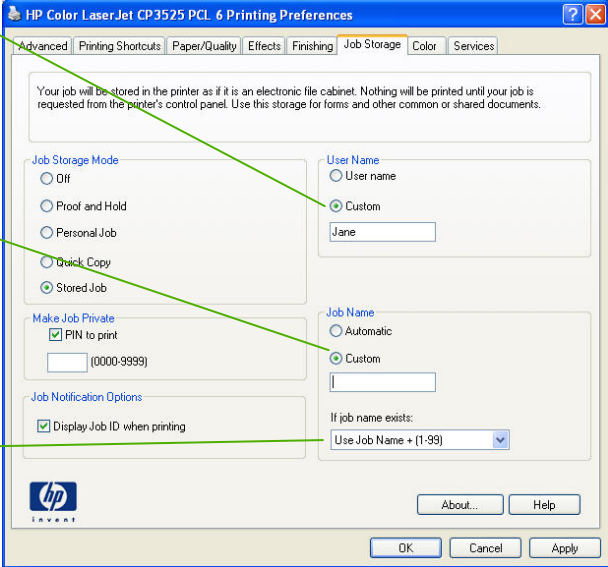




How do I?	Steps to perform	
<p>Temporarily store a job on the product</p>	<p>In the Job Storage Mode area, click Quick Copy. One copy of the job is printed immediately, but you can print more copies from the product control panel.</p> <p>NOTE: These jobs are deleted if the product is turned off.</p>	
<p>Permanently store a job on the product</p> <p>Make a permanently stored job private so that anyone who tries to print it must provide a PIN</p> <p>Receive notification when someone prints a stored job</p>	<p>In the Job Storage Mode area, click Stored Job.</p> <ol style="list-style-type: none"> 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). <p>In the Job Notification Options area, click Display Job ID when printing.</p>	

















How do I?	Steps to perform	
Set the user name for a stored job	<p>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.</p>	
Specify a name for the stored job	<ol style="list-style-type: none">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.	





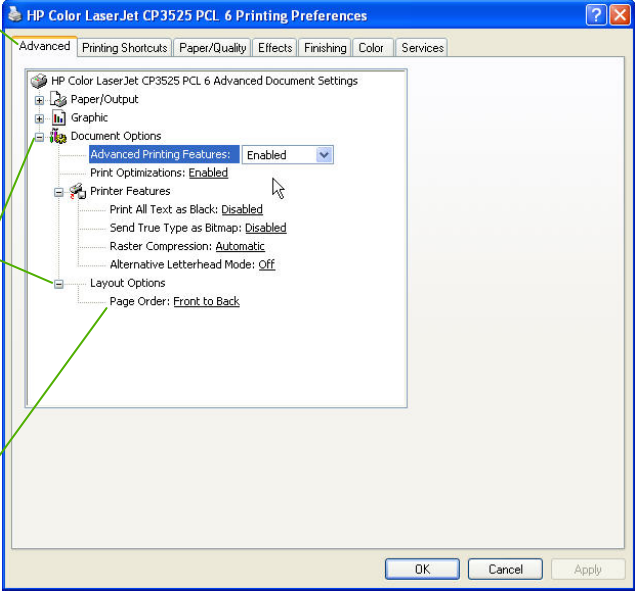
Retrieve a stored print job

How do I?	Steps to perform	
Print a stored job	<ol style="list-style-type: none">1 Press the Menu button .2 Press the down arrow  to highlight the RETRIEVE JOB menu, and then press the OK button.3 Press the down arrow  to highlight your user name, and then press the OK button.4 Press the down arrow  to highlight a job name, and then press the OK button. 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.	





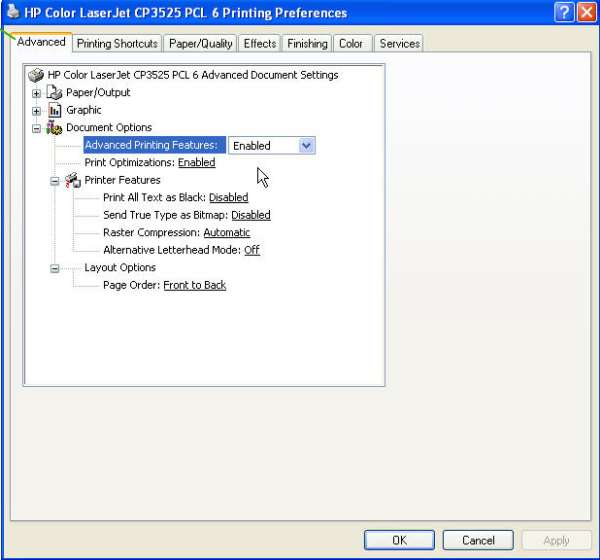
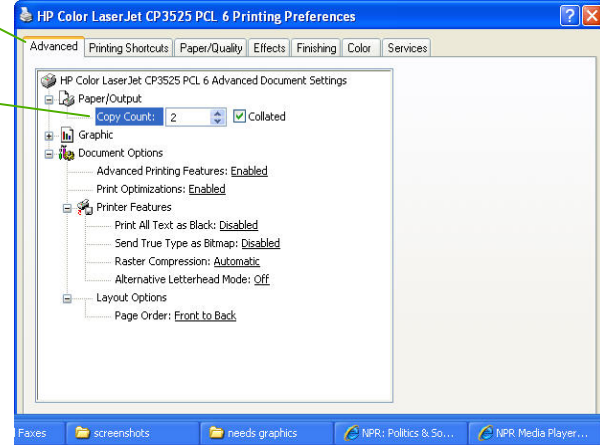
Select layout options

How do I?	Steps to perform
<p>Change the order in which pages are printed</p>	<ol style="list-style-type: none"><li data-bbox="716 347 1224 371">1 Open the driver and click the Advanced tab.<li data-bbox="716 552 1262 603">2 Open the Document Options section, and then open the Layout Options section.<li data-bbox="716 783 1318 895">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. 



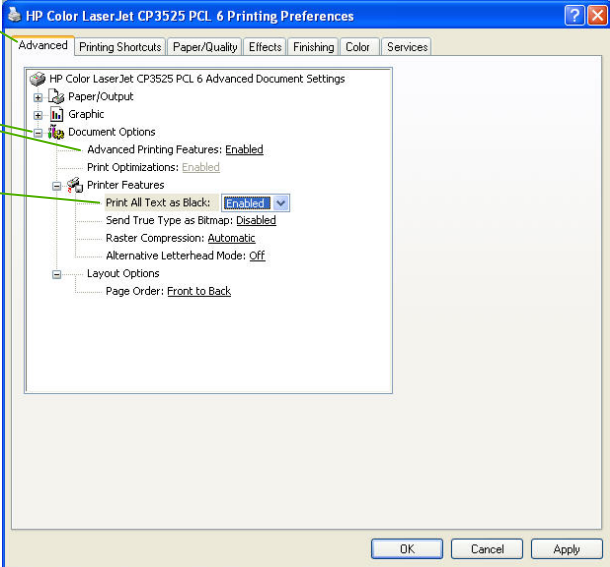


Select advanced printing options

How do I?	Steps to perform
<p>Select advanced printing options</p>	<ol style="list-style-type: none">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. 
<p>Change the number of copies that are printed</p>	<ol style="list-style-type: none">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. <p>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.</p> <p>Changing this setting affects the number of copies for all print jobs. After your job has printed, restore this setting to the original value.</p> 





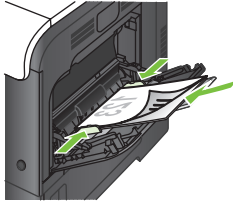
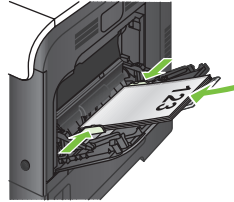
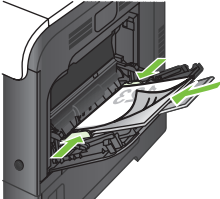
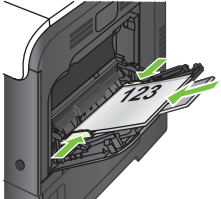
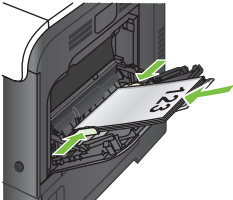
How do I?	Steps to perform
<p>Print colored text as black</p>	<ol style="list-style-type: none"><li data-bbox="716 272 1304 300">1 Open the printer driver and click the Advanced tab.<li data-bbox="716 339 1262 395">2 Open the Document Options section, and then open the Printer Features section.<li data-bbox="716 435 1304 491">3 In the Print All Text as Black drop-down list, select Enabled. 



HP Color LaserJet CP3525 Series – Print tasks



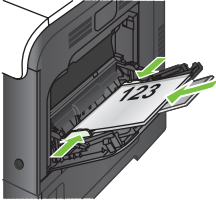
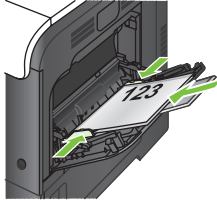
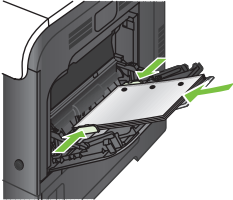
Paper orientation for loading trays

How do I?	Steps to perform			
Tray 1 Preprinted or letterhead	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
	Portrait	1-sided printing	Face down Top edge leading into the product 	Face up Bottom edge leading into the product 
Landscape	1-sided printing	1-sided printing	Face down Top edge toward the back of the product 	Face up Top edge toward the back of the product 
	2-sided printing	2-sided printing	Face up Bottom edge leading into the product 	Face up Bottom edge leading into the product 



HP Color LaserJet CP3525 Series – Print tasks

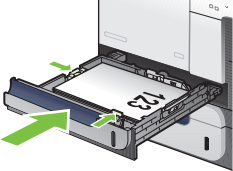
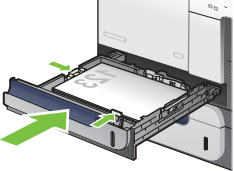
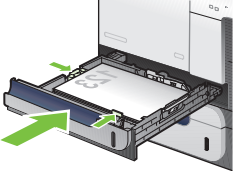
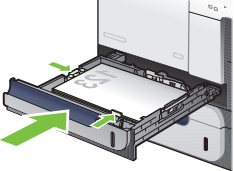
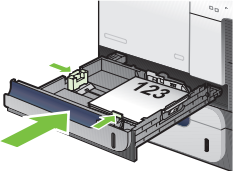
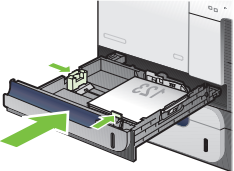


How do I?	Steps to perform			
<p>Tray 1 (continued)</p> <p>Preprinted or letterhead</p>	<p>Image orientation</p>	<p>Duplex mode</p>	<p>ALTERNATIVE LETTERHEAD MODE = Off</p>	<p>ALTERNATIVE LETTERHEAD MODE = On</p>
<p>Prepunched</p>	<p>Landscape</p>	<p>2-sided printing</p>	<p>Face up Top edge toward the back of the product</p> 	<p>Face up Top edge toward the back of the product</p> 
	<p>Portrait or landscape</p>	<p>1-or 2- sided printing</p>	<p>Holes toward the back of the product</p> 	<p>Not applicable</p>



HP Color LaserJet CP3525 Series – Print tasks

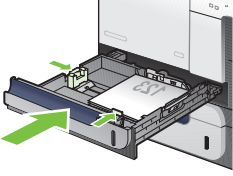
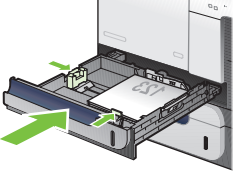
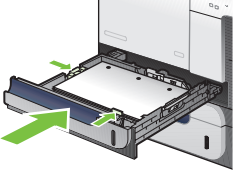


How do I?	Steps to perform			
Tray 2 or optional Tray 3 Preprinted or letterhead	Image orientation	Duplex mode	ALTERNATIVE LETTERHEAD MODE = Off	ALTERNATIVE LETTERHEAD MODE = On
	Portrait	1-sided printing	Face up Top edge at the right side of the tray 	Face down Top edge at the left side of the tray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



HP Color LaserJet CP3525 Series – Print tasks



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

