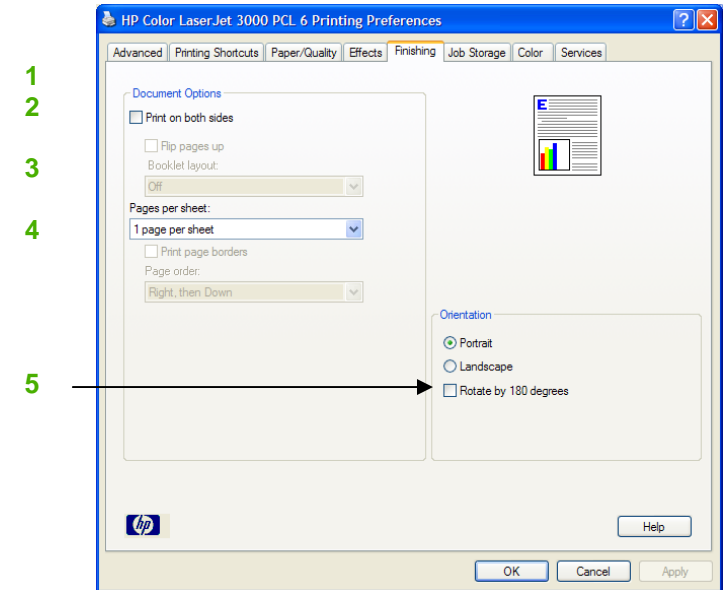


HP Color LaserJet 3000dn PCL6 – Printing

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 (Duplex).	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 a booklet.	Select a Booklet Layout 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. Print envelopes so the return address won't smear.	Click Rotate by 180 degrees .

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 check Scale to Fit .
7. Print a watermark.	Click on the Watermark dropdown menu, then select an existing watermark.
8. Add or edit watermarks (the printer driver must be installed 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.

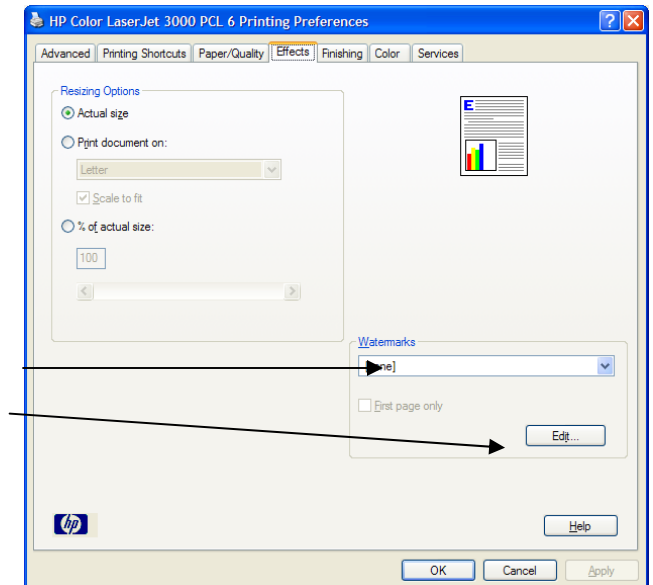


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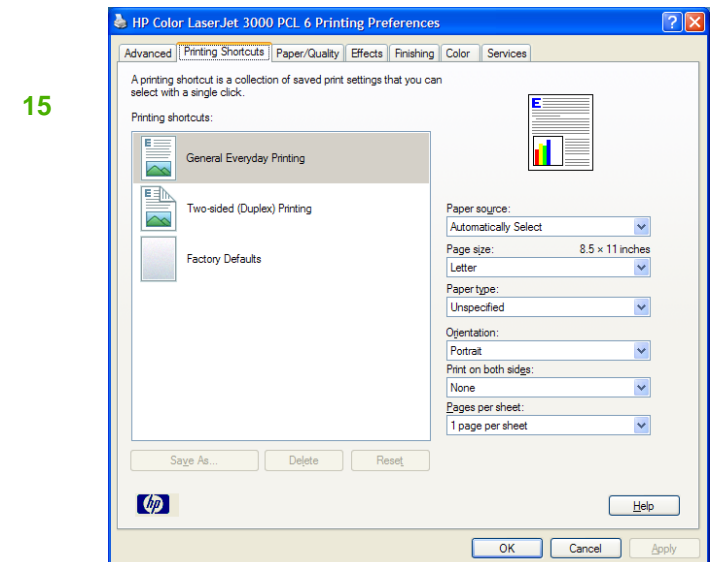
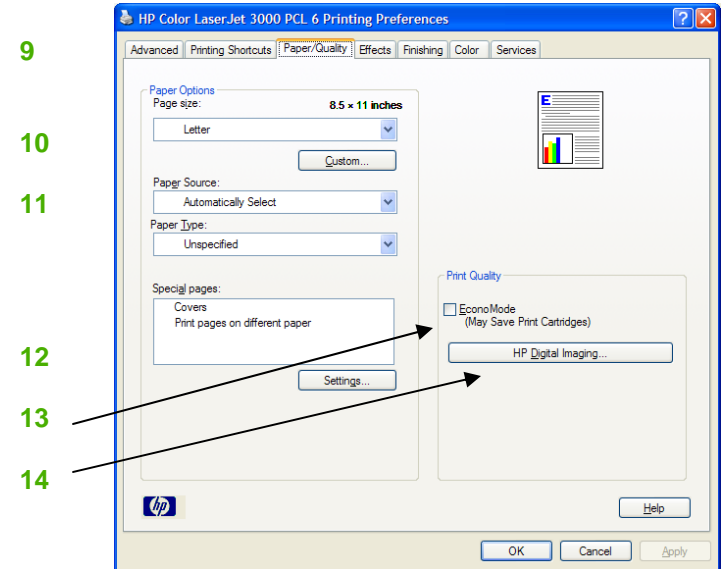
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HP Color LaserJet 3000dn PCL6 – Printing

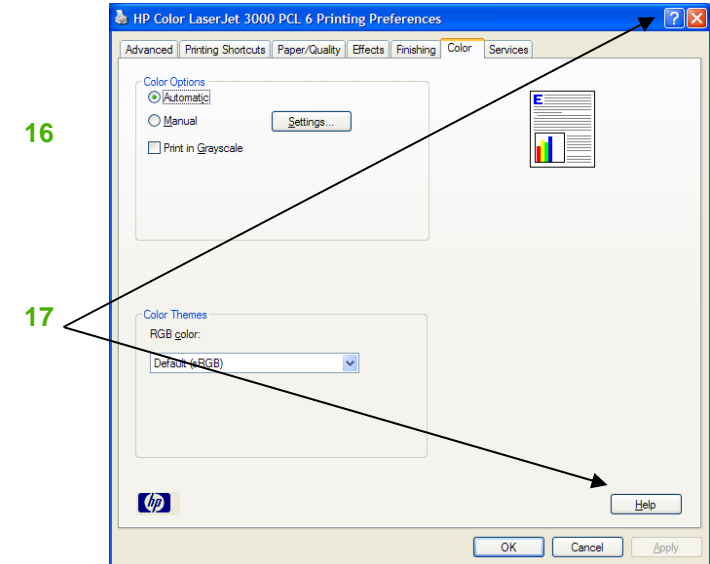
How do I:	Steps to perform
9. Select the media size.	Click on the Paper/Quality tab, then select a size from the Paper Size dropdown menu.
10. Select a paper type (the media type should be in a paper tray and set using the printer control panel).	Click the Paper Type dropdown menu, then select a paper type.
11. Select a paper source.	Click the Paper Source dropdown menu, then select a paper tray. Use Manual Feed or Tray 1 for printing special media such as transparencies, labels, or envelopes.
12. Print using special pages.	Click Special pages , then select a size , source or type for the first, last, and other pages.
13. Print using Economode (to save toner).	Click the Economode box.
14. Specify enhanced digital imaging options.	Click HP Digital Imaging to open the HP Digital Imaging Options dialog box. The HP Digital Imaging settings should be used only on high-resolution images (600 dpi or higher) that are printed on photograph-quality paper. These settings are not recommended for text.

How do I:	Steps to perform
15. Save a Printing Shortcut (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Printing Shortcut, select the Save As button and enter a name. To delete a Printing Shortcut , highlight the shortcut and click Delete .

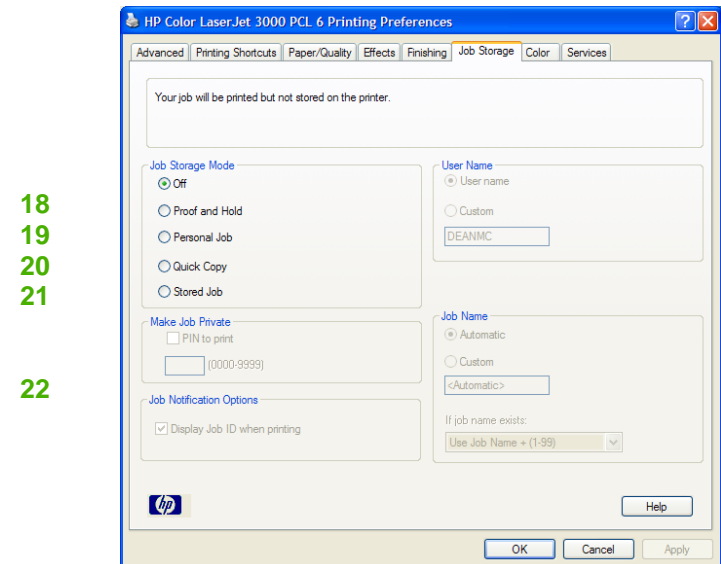


HP Color LaserJet 3000dn PCL6 – Printing

How do I:	Steps to perform
16. Adjust color settings.	Click on the Color tab, and choose Automatic (the driver determines the best settings), Manual (you determine the best settings using the Settings button—see next page), or Print in Grayscale (to print black and white).
17. 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.



How do I:	Steps to perform
18. Print a proof and hold job.	Click on the Job Storage tab, then select Proof and Hold . Enter your name and a job name , then click OK .
19. Print a Personal job (Nothing prints until physically selected at the printer using the control panel.)	Select Personal Job . Enter your name and a job name , and a 4-digit Personal Identification Number (PIN), then click OK .
20. Print a quick copy job (Jobs are printed and then stored temporarily on the hard disk.)	Select Quick Copy . Enter your name and a job name , then click OK .
21. Print a stored job (Nothing prints until physically selected at the printer using the control panel. You can optionally set a 4-digit PIN.)	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 .
22. Display the print job's ID and location on your PC monitor.	Click Display Job ID when printing . The location will display if one has been set for the device.



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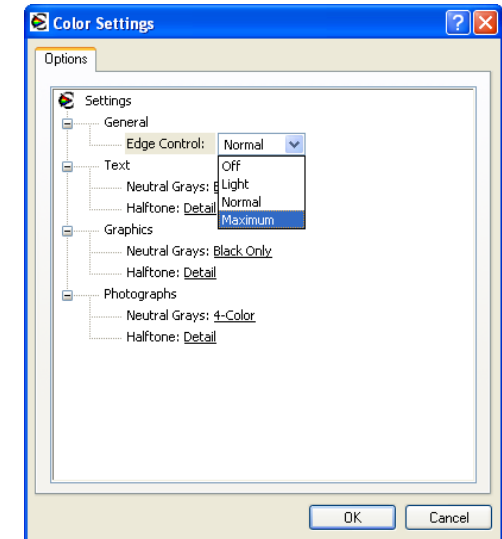
How do I:	Steps to perform
Print a stored job.	<ol style="list-style-type: none">1. Press Menu.2. Press ▼ to highlight RETRIEVE JOB, and then press ✓. A list of users appears. If no jobs are stored, then the message NO STORED JOBS appears.3. Press ▼ to highlight your user name, and then press ✓. <input type="checkbox"/> If you have more than one stored job that is protected by a personal identification number (PIN), the ALL PRIVATE JOBS menu item appears. If you want to print one of the PIN-protected jobs, highlight ALL PRIVATE JOBS, and then press ✓.4. Press ▼ to highlight the correct print job, and then press ✓.5. Press ▼ to highlight PRINT, and then press ✓. <input type="checkbox"/> If the job is not PIN-protected, go to step 7.6. If prompted, provide a PIN by pressing ▲ or ▼ to change the number. Press ✓ after you have specified each number of the four-digit PIN.7. Press ▲ and ▼ to specify the number of copies, and then press ✓ to print the job.
Delete a stored job	<ol style="list-style-type: none">1. Press Menu.2. Press ▼ to highlight RETRIEVE JOB, and then press ✓. A list of users appears. If there are no stored jobs, then the message NO STORED JOBS appears.3. Press ▼ to highlight your user name, and then press ✓. <input type="checkbox"/> If you have more than one stored job that is PIN-protected, the ALL PRIVATE JOBS menu item appears. If you want to delete one of the PIN-protected jobs, highlight ALL PRIVATE JOBS, and then press ✓.4. Press ▼ to highlight the correct print job, and then press ✓.5. Press ▼ to highlight DELETE, and then press ✓. If the job is not PIN-protected, the printer deletes the job.6. If prompted, provide a PIN by pressing ▲ or ▼ to change the number. Press ✓ after you have specified each number of the four-digit PIN. The printer deletes the job after you set the fourth PIN digit and press ✓.



HP Color LaserJet 3000dn PCL6 – Printing

How do I:	Steps to perform
23. Set advanced color options.	Click on the Color tab, then click Settings . Click on a heading (General, Text, Graphics, or Photographs) to expand the options. Click on an option, then choose a setting in the dropdown menu that appears by the option. Click OK to save the settings.

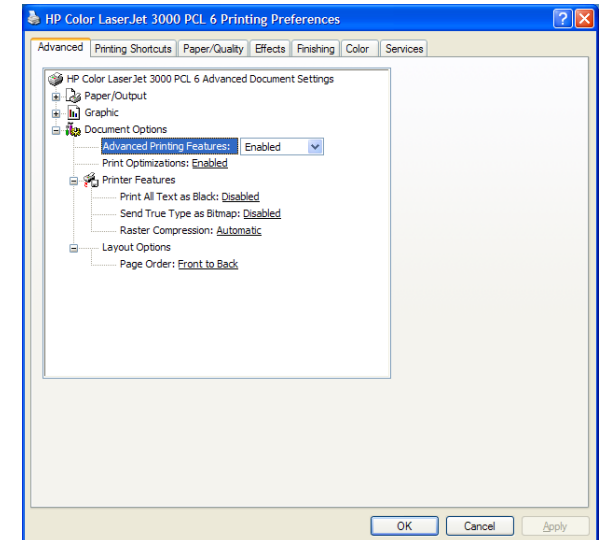
23



HP Color LaserJet 3000dn PCL6 – Printing

How do I:	Steps to perform
24. Set advanced options.	Click on the Advanced tab, then click on an option. Choose a setting in the dropdown menu that appears by the option.

24



How do I:	Steps to perform
25. Access printer services.	Click on the Services tab, choose a service from the dropdown list and click Go . If your PC is connected to the Internet, the service will open in your browser.

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