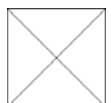
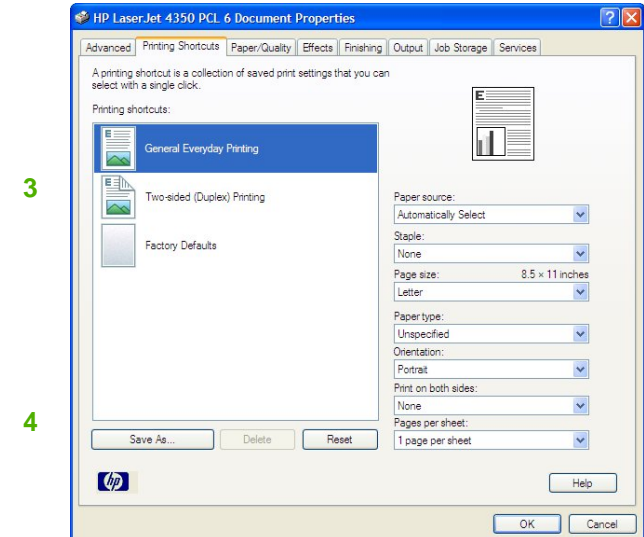
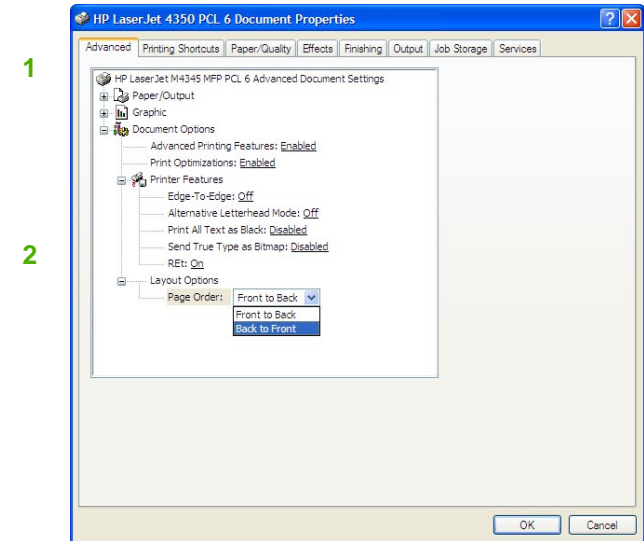


HP LaserJet 4350 - Print



How do I:	Steps to perform
1 Access the printer driver.	Click on File, Print in your application, and choose Properties .
2 Select advanced printing options.	Click on the Advanced tab. Select options under the Paper/Output, Graphic, or Document Options sections. Click a current setting to activate a drop-down list or spin box where you can enter a new value. Click OK when finished. For example, to change the order of pages as they print, click the arrow by Layout Options, and then select Page Order: Front to Back (page 1 is on the top of the stack) or Back to Front (page 1 is on the bottom of the stack).

How do I:	Steps to perform
3 Use a printing shortcut	Click on the Printing Shortcuts tab. Select one of the defined shortcuts or custom printing shortcuts, and then click OK to print the job with the specific printer-driver settings.
4 Create a custom printing shortcut	Select one of the defined shortcuts as a base. Select the appropriate print settings on the Printing Shortcuts tab, or by using the settings on any of the Printing Preferences tabs. Click Save As , type a name for the custom printing shortcut, and then click OK .

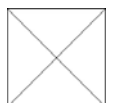
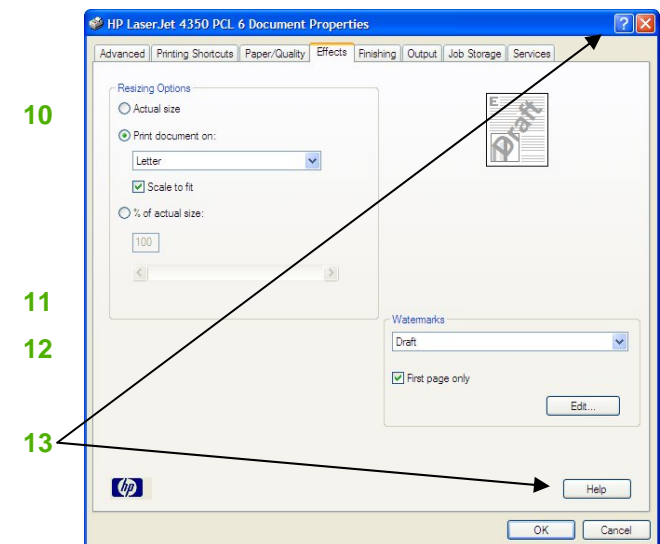
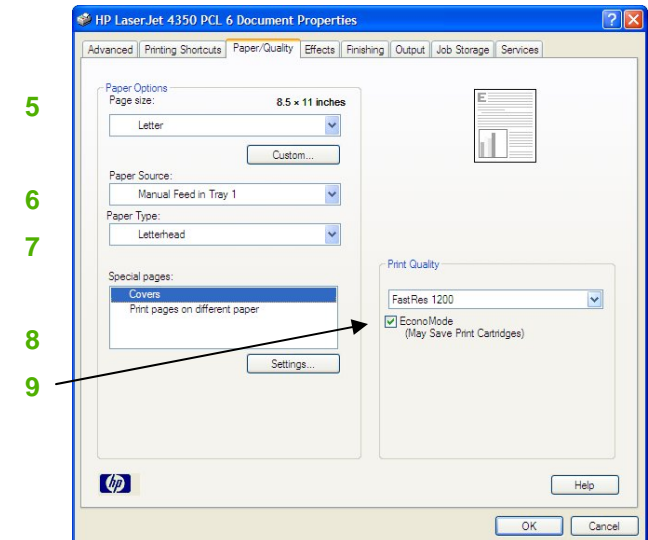


HP LaserJet 4350 - Print



How do I:	Steps to perform
5 Select a page size.	Click on the Paper/Quality tab, and then click the Paper size drop-down menu, then select a paper size. Click Custom if the paper size you want is not in the menu.
6 Select a paper source.	Click the Paper Source drop-down menu, then select a paper tray. Use Manual Feed for printing special media such as transparencies, labels, or envelopes.
7 Select a paper type.	Click the Paper Type drop-down menu, then select a paper type.
8 Select special pages	Select an option in the Special pages list box, and then click Settings . Use the Settings dialog box to control the settings for the special pages of the print job.
9 Save toner.	Click EconoMode when printing drafts to save toner.

How do I:	Steps to perform
10 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, and then click Scale to Fit .
11 Print a watermark.	Click on the Watermark drop-down menu, and then select an existing watermark.
12 Add or edit watermarks (the printer driver must be stored on your PC for this to work).	Click Edit . Highlight an existing watermark and make adjustments to its angle and font attributes. Click New to add a new watermark, and then type in a new name. Click OK to save the settings.
13 Get help for any printing option.	While in either tab, or from the Advanced Options dialog box, click the question mark in the upper-right side of the top border. A pop-up message displays help for that control. Click again to remove the pop-up message. Click Help for on-line help.

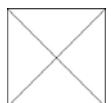
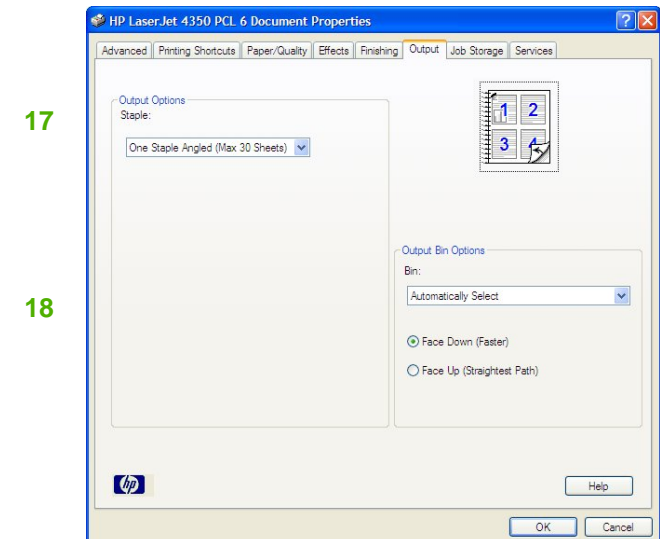
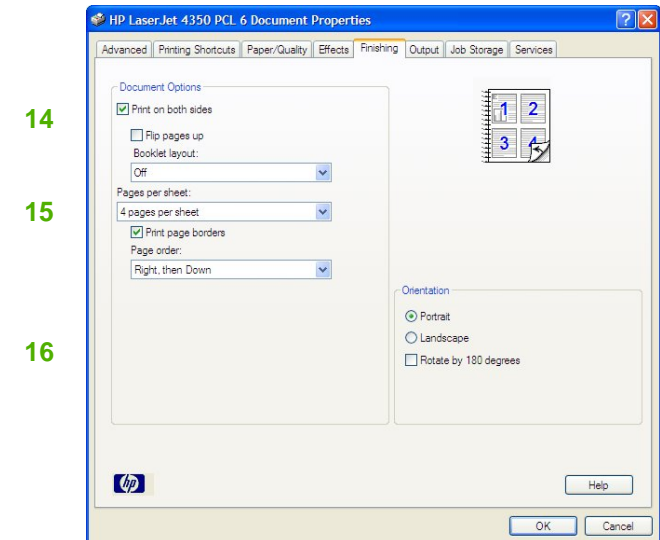


HP LaserJet 4350 - Print



How do I:	Steps to perform
14 Print on both sides (Duplex).	Click on the Finishing tab, and then click Print on Both Sides . If you will bind the document along the top, click Flip Pages Up .
15 Print multiple pages per sheet.	Select a number (between 1 and 16) in the Pages Per Sheet drop down menu. Click Print Page Borders to add a box around each printed page. You can also change the Page Order .
16 Select page orientation.	Select an option in the Orientation box. In addition to the Portrait and Landscape orientation options, you can select the Rotate by 180 degrees check box. This creates a landscape or portrait orientation in which the image is rotated 180°. This setting is useful for printing prepunched paper.

How do I:	Steps to perform
17 Select a stapling option (a stapler must be attached for this option to appear).	Click on the Output tab, click the Staple dropdown menu, then select a stapling option. Options vary depending upon the stapler attachment you have.
18 Select an output bin.	Click on the Output tab, click the Bin dropdown menu, then select an output location.



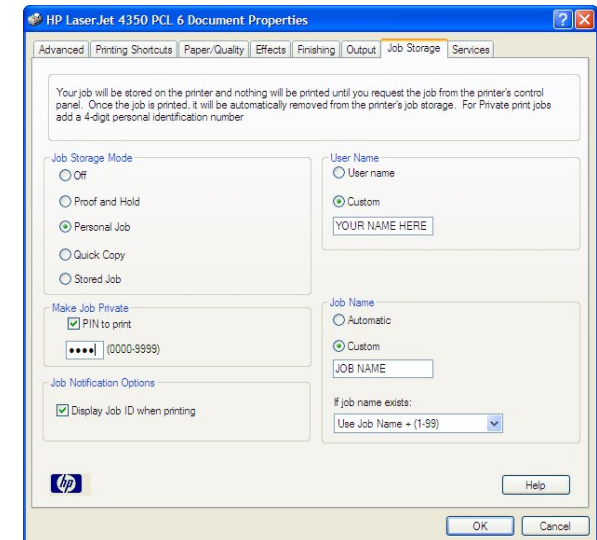
HP LaserJet 4350 - Print



How do I	Steps to perform
19 Print a proof and hold job (One copy prints for you to proof).	Click on Job Storage tab, then select Proof and Hold . Enter your name and a job name, then click OK .
20 Print a Personal job (Nothing prints until physically selected at the printer using the control panel.).	Click on Job Storage tab, then select Private Job . Enter your name and a job name, and an optional 4-digit Personal Identification Number (PIN), then click OK .
21 Print a quick copy job (Jobs are printed and then stored temporarily on the hard disk.).	Click on Job Storage tab, then select Quick Copy . Enter your name and a job name, then click OK .
22 Print a stored job (Nothing prints until physically selected at the printer using the control panel. You can optionally set a 4-digit PIN.).	Click on Job Storage tab, then 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 .

How do I	Steps to perform
23 Run printer services.	<p>Click on the Services tab and click any of the buttons. Selecting a service opens a Web browser and displays Services:</p> <p>Support and Troubleshooting – to the hp support page for the printer.</p> <p>Product Manuals - to an hp support page where you can view and download manuals.</p> <p>Check for Driver Updates – to hp.com and checks to see if you have the latest print driver.</p> <p>Order Supplies – to an hp support page where you can order supplies.</p>

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