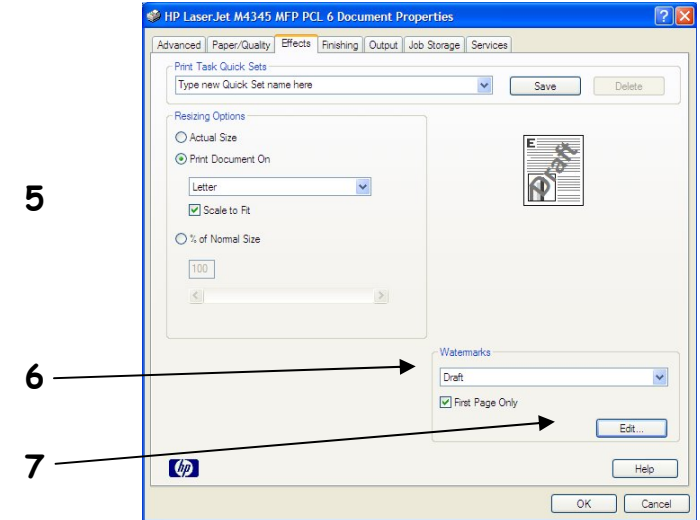
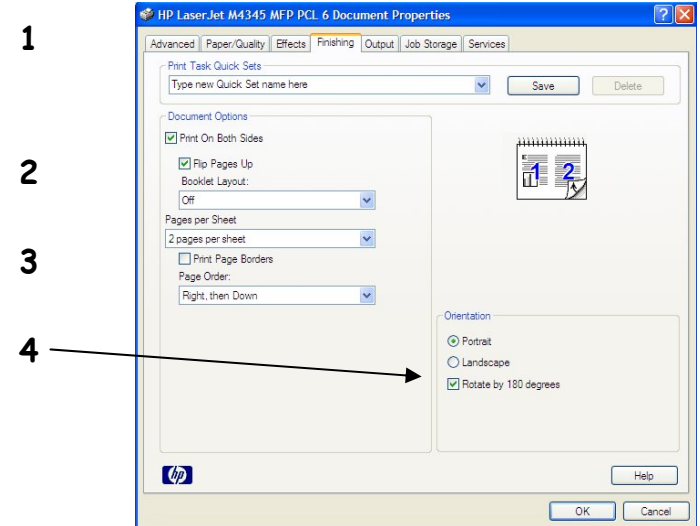


HP LaserJet M4345 MFP – Print

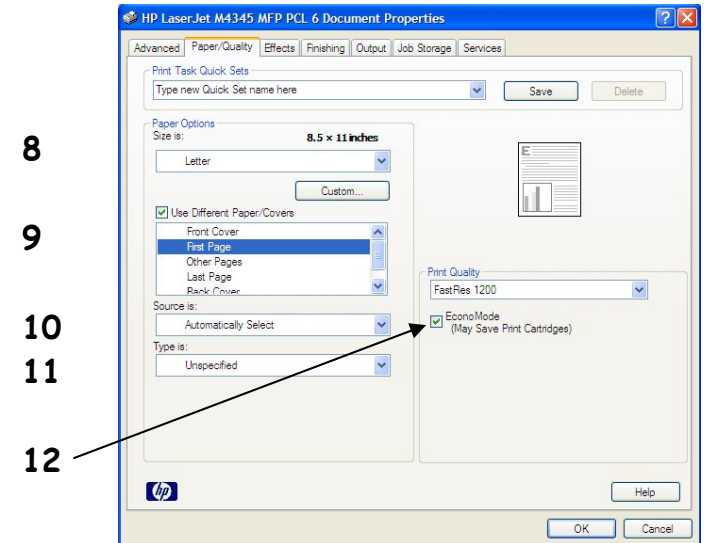
How do I:	Steps to perform
1. Access the printer driver.	Click on File, Print in your application, and choose Properties .
2. Print on both sides (Duplex).	Click on the Finishing tab, then click Print on Both Sides . If you will bind the document along the top, click Flip Pages Up .
3. Print multiple 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 .
4. Set the print orientation.	Select Portrait or Landscape . Click Rotate by 180 degrees to print envelopes if the return address smears when printing.

How do I:	Steps to perform
5. 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 click Scale to Fit .
6. Print a watermark.	Click on the Watermark dropdown menu, then select an existing watermark.
7. Add or edit watermarks (the printer driver must be stored 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.

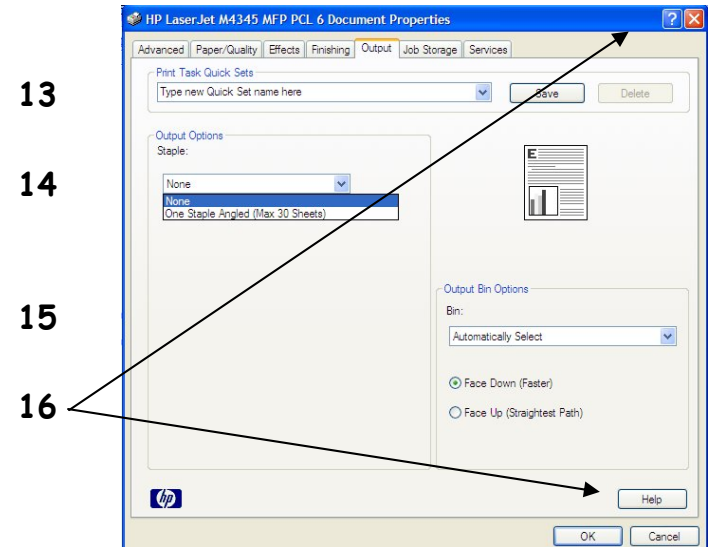


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How do I:	Steps to perform
8. Select a paper size.	Click on the Paper/Quality tab, click the Size is dropdown menu, then select a paper size. Click Custom if the paper size you want is not in the menu.
9. Print different first and last pages.	Click Use Different Paper/Covers , then select a size, type, or source for the first, last, and other pages.
10. Select a paper source.	Click the Source is dropdown menu, then select a paper tray. Use Manual Feed for printing special media such as transparencies, labels, or envelopes.
11. Select a paper type (the media type should be in a paper tray and set using the printer control panel).	Click the Type is dropdown menu, then select a paper type.
12. Save toner.	Click EconoMode when printing drafts to save toner.



How do I:	Steps to perform
13. Save a Quick Set (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Quick Set, type a name in the Quick Sets field and click Save . To delete a Quick Set, display it in the Quick Sets field and click Delete .
14. Select a stapling option.	Click on the Output tab, then select an option from the Staple dropdown menu. A stapler/stacker unit must be installed.
15. Select a print destination.	Select a destination from the Bin dropdown menu
16. 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.

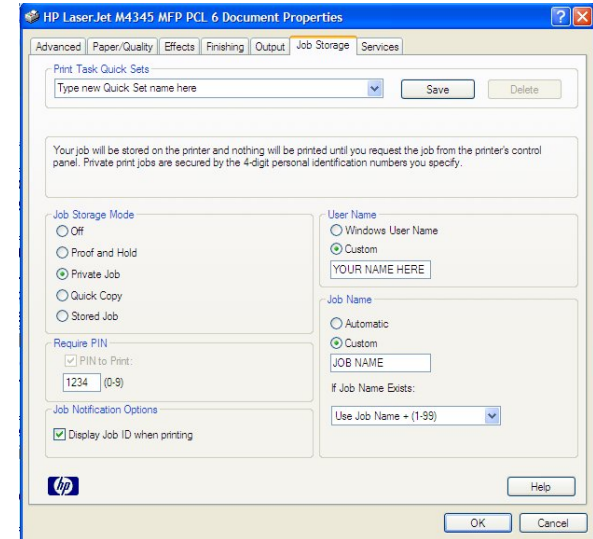


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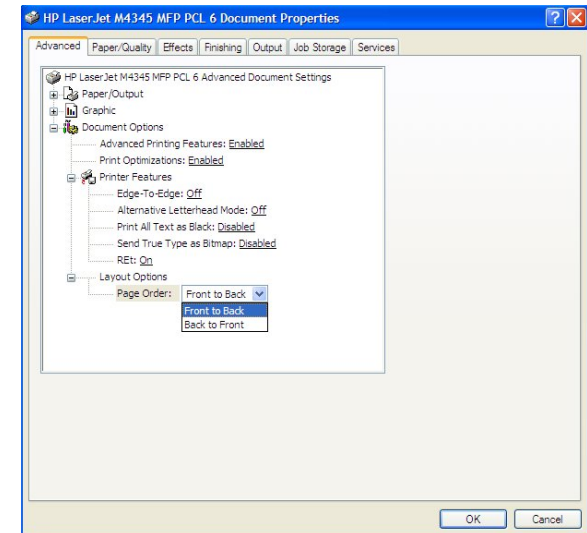
How do I:	Steps to perform
17. Print a proof and hold job (One copy prints for you to proof).	Click on Job Storage tab, then select Proof and Hold . Enter your name and a job name , then click OK .
18. Print a Private job (Nothing prints until physically selected at the printer using the control panel.).	Select Private Job . Enter your name and a job name , and a 4-digit Personal Identification Number (PIN), then click OK .
19. 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 .
20. 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 .

How do I:	Steps to perform
21. Set Advanced options.	Click on the Advanced tab, click on an option. Choose a setting in the dropdown menu that appears by the option. You can select options for Paper/Output , Graphic , Documents Options , and Layout Options .

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HP LaserJet M4345 MFP – Print

How do I:	Steps to perform
1. Retrieve a job from the printer's control panel	<ol style="list-style-type: none"> 1. Press Job Storage (press the down arrow as required.) 2. Select your <i>name</i> (press the down arrow button until you see your <i>name</i>.) 3. Select the <i>job name</i> you which to print (press the down arrow button until you see your job name.) 4. If document is protected, press PIN and use the numeric keypad to enter your PIN. 5. Use the numeric keypad to enter the number of copies required. 6. Press Start.
2. To delete a stored job from the printer control panel.	<ol style="list-style-type: none"> 1. Press Job Storage (press the down arrow as required.) 2. Select your <i>name</i> (press the down arrow button until you see your <i>name</i>.) 3. Select the <i>job name</i> you which to print (press the down arrow button until you see your job name.) 4. If document is protected, press PIN and use the numeric keypad to enter your PIN. 5. Use the numeric keypad to enter the number of copies required. 6. Press Delete.

