hp LaserJet 9040/9050mfp PCL – 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 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.

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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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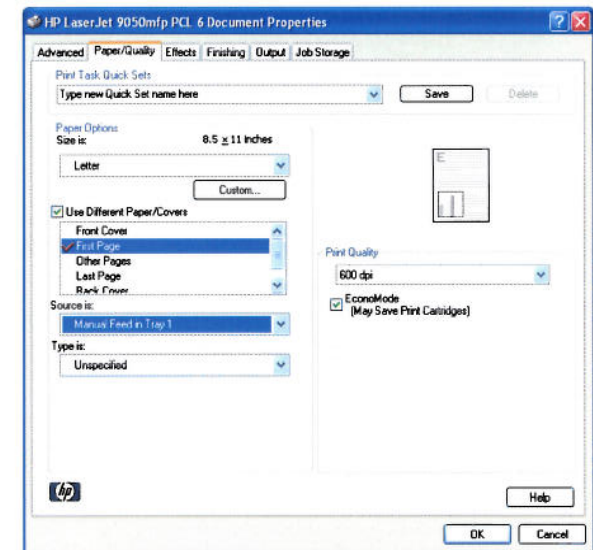| How do I:	Steps to perform
8. Select a paper size.	Click on the **Paper/Quality** tab, click the **Size is** dropdown menu, then select a paper size. Click **Custom** if the paper size you want is not in the menu.
9. Print different first and last pages.	Click **Use Different Paper/Covers**, then select 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.

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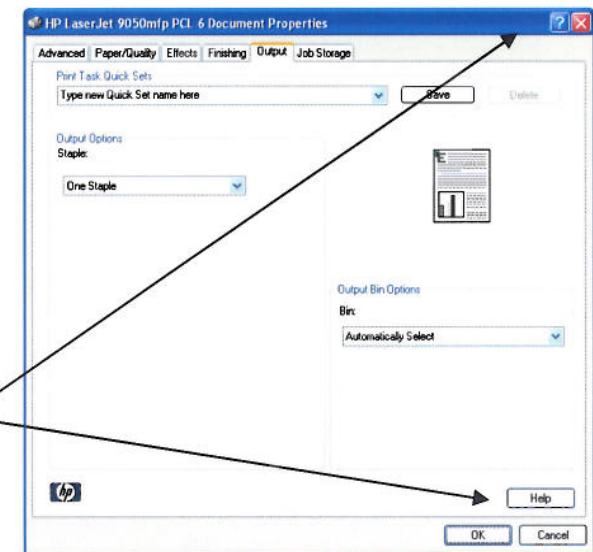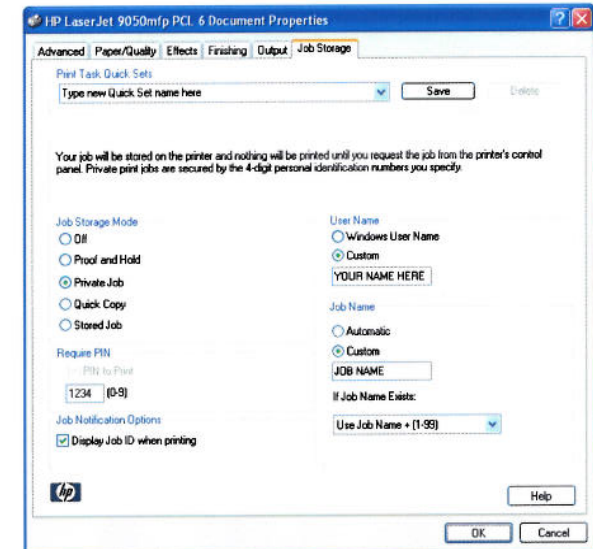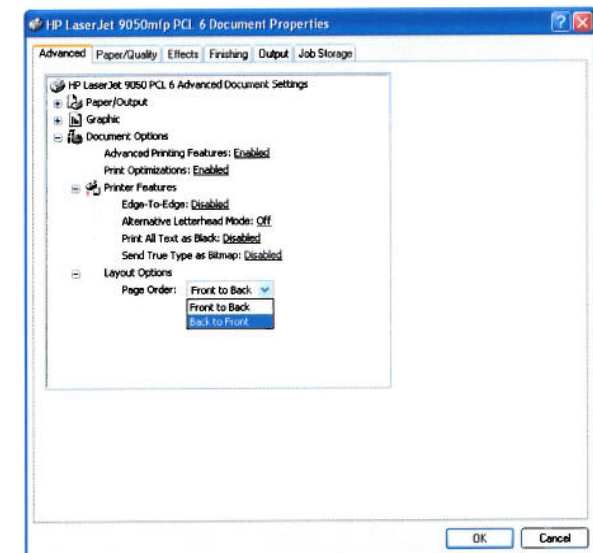| How do I:	Steps to perform
13. Save a Quick Set (the printer driver must be stored on your PC for this to work).	Adjust settings on any or all tabs. To add a Quick Set, type a name in the **Quick Sets** field and click **Save**. To delete a Quick Set, display it in the **Quick Sets** field and click **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.

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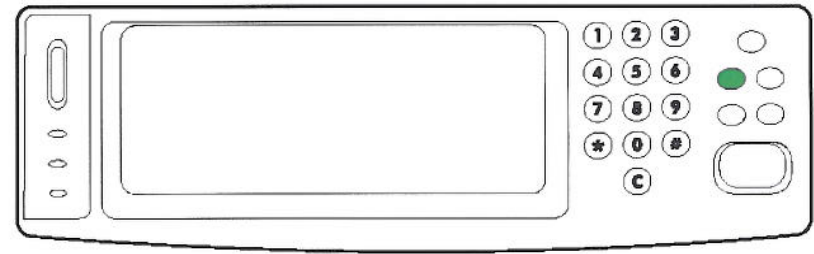| How do I:	Steps to perform
21. Set Advanced options.	Click on the **Advanced** tab, click on an option. Choose a setting in the dropdown menu that appears by the option. You can select options for **Paper/Output**, **Graphic**, **Documents Options**, and **Layout Options**.

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| How do I:	Steps to perform
1. Retrieve a job from the printer's control panel	1. Touch the **Menu** button (highlighted in green). 2. Scroll to **Retrieve Jobs**. 3. Touch **User Name**. 4. Scroll to and touch your name to see a list of your jobs. 5. Scroll to and touch a job name. 6. Touch **Print**. 7. Enter the PIN. 8. Use the **Up** and **down arrow** buttons to enter the number of copies you want to print and press **Menu**.
2. To delete a stored job from the printer control panel.	1. Touch the **Menu** button (highlighted in green). 2. Scroll to **Retrieve Jobs**. 3. Touch **User Name**. 4. Scroll to and touch your name to see a list of your jobs. 5. Scroll to and touch a job name. 6. Touch **Delete**. 7. Enter the PIN (if the job has a PIN). 8. Touch **Yes**.

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How do I:	Steps to perform
1. Make a copy.	Place your originals face down into the document feeder or on the glass. Enter the desired number of copies, touch **Copy**, then press **Start**.
2. Define your copies.	Place your originals face down into the document feeder or on the glass. Touch **Copy**, then touch **Original**. Select **Basic** or **Advanced** options. Touch **OK**, then press **Start**.
3. Reduce or enlarge copies.	Press the **up** or **down** Reduce/Enlarge arrows to display the desired size.
4. Make copies lighter or darker.	Press the **right** or **left** Contrast Control arrows to adjust the lightness or darkness.
5. Copy on both sides of the paper.	Touch the **Copy icon**, then **Copy**, and then **Basic**. Press. Press **2-SIDED**.
6. Copy multiple pages on a single sheet.	Touch the **Copy icon**, then **Copy**, and then **Basic**. Press **1**, **2**, **4**, or **BOOKLET** (if you want pages ordered so you can bind the copies into a book).
7. Staple copies.	Touch the **Copy icon**, then **Copy**, and then **Basic**. Select a staple option; **None**, **Corner**, **1**, **2**, **3**, **6**, or **Booklet** (depending upon your finisher option).
8. Enhance a copy.	Touch the **Copy icon**, then **Copy**, and then **Advanced**. Then touch **Sharpness** and/or **Background Removal**.
9 Store a job on the device's hard disk.	Touch the **Copy icon**, then **Copy**, and then **Advanced**. Press **On** for the Job Storage option. Enter a **user name**, **job name**, and **PIN**. Touch **OK**, then press **Start**.
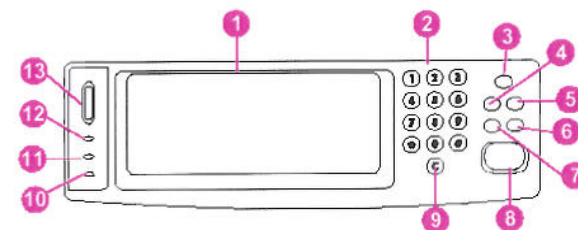
1. Touch-screen graphical display
2. Numeric keypad
3. SLEEP button
4. MENU button
5. STATUS button
6. STOP button
7. RESET button
8. START button
9. CLEAR button
10. Attention light
11. Data light
12. Ready light
13. Display contrast adjustment
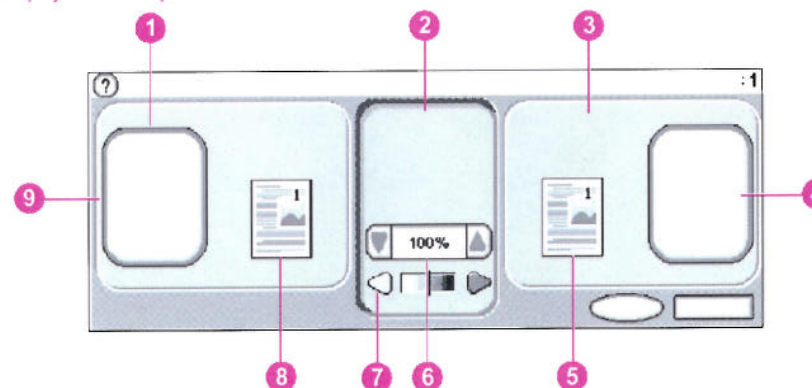
1. Original section
2. Image modification section
3. Copy section
4. Copy settings button
5. Copy page icon
6. Reduce/enlarge
7. Contrast adjustment
8. Original page icon
9. Describe original button

hp LaserJet 9040/9050mfp – E-mailing

How do I:	Steps to perform
1. E-mail a document.	1. Place the document in the document feeder or on the glass. 2. Touch **E-Mail**. 3. Touch **From:** and type your e-mail address. Your username might automatically appear in this field. 4. Touch **To:** and type the recipient's e-mail address. 5. Repeat step 3 for the **CC:** and **BCC:** field, if desired. 6. Touch **Subject** and type a subject for the e-mail. 7. Touch **E-mail Settings** and select a file type and color setting. 8. Press **Start**.
2. Set E-mail scan settings.	1. Touch **E-Mail**. 2. Touch **E-mail Settings**. 3. Select a color preference, either **Color** or **Black & White**. 4. Select a file type, either **PDF**, **TIFF**, **MTIFF** (multiple TIFF), or **JPEG**. 5. Touch **OK**. 6. Press **Start**.
3. Use the Email address book.	1. Touch **E-Mail**. 2. Touch **To:** and type the first letter of the recipient's e-mail address. 3. Touch the **Address Book** icon. 4. Scroll to the name you want. 5. Touch **Add**. 6. Repeat steps 5 and 6 for all recipients. 7. Touch **OK**. 8. Press **Start**.

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