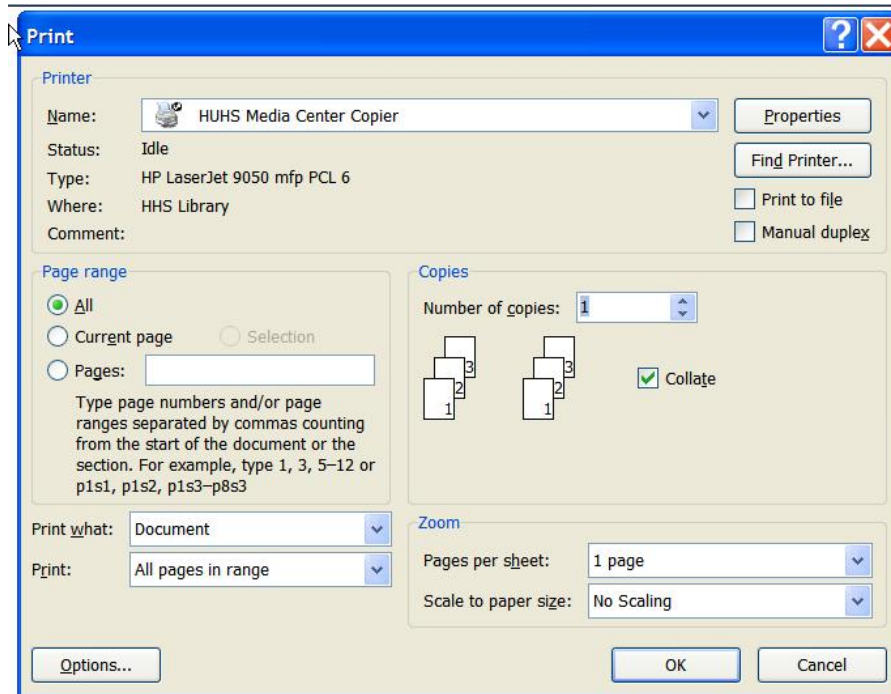


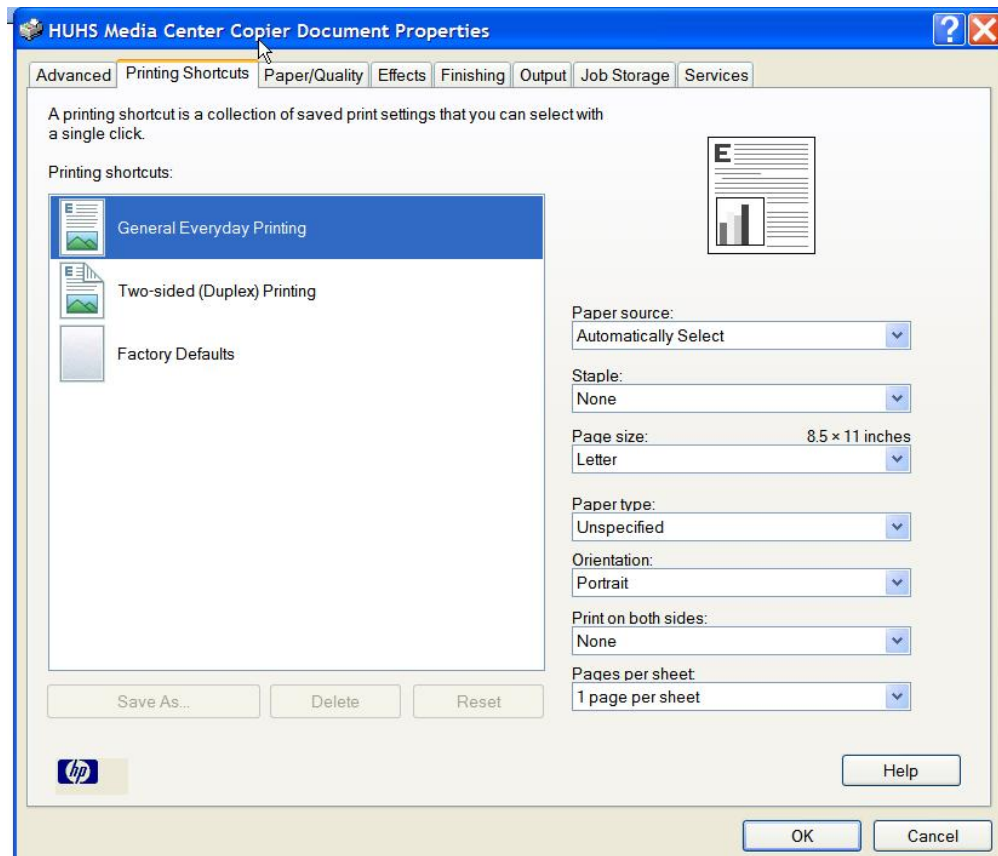
Special printing functions

Double sided Printing

- Click on Print from within your application. The following screen should appear:

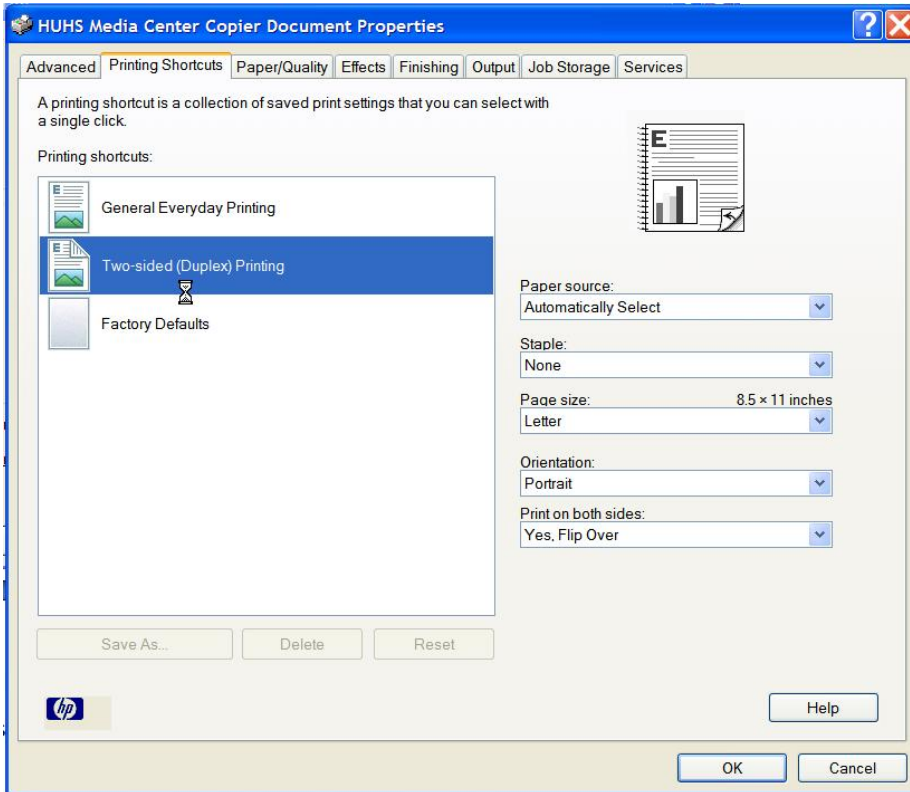


- Click on the button labeled "Properties". You should now see the following screen:



HP 9040/9050 mfp Copiers
Windows XP Printing Instructions

Under “Printing Shortcuts”, select “Two-sided (Duplex) Printing.”



- You have two choices for “printing on both side”:
 - Yes, Flip Over
 - When printing in Portrait mode, this will be most commonly used layout.
 - Yes, Flip Up
 - When printing in Landscape mode, this will be the most commonly used layout.

Paper Handling

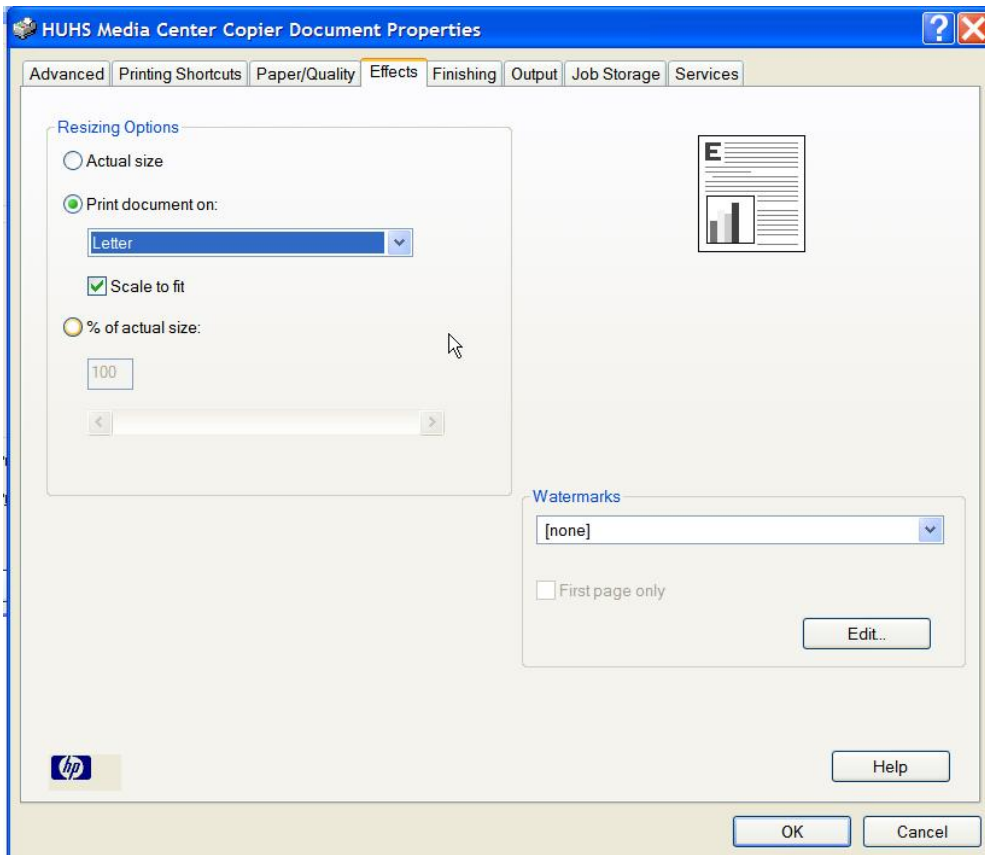
You can have the copier automatically adjust to fit to a specific paper size.

Examples might be printing the Course of Study for your class. The original document was produced on 11x17 paper but you need to print on 8.5x11 paper. By selecting "Print document on" and selecting letter, the copier/printer will automatically shrink the page to fit the paper size.

Click on Properties

Click on tab marked "Effects"

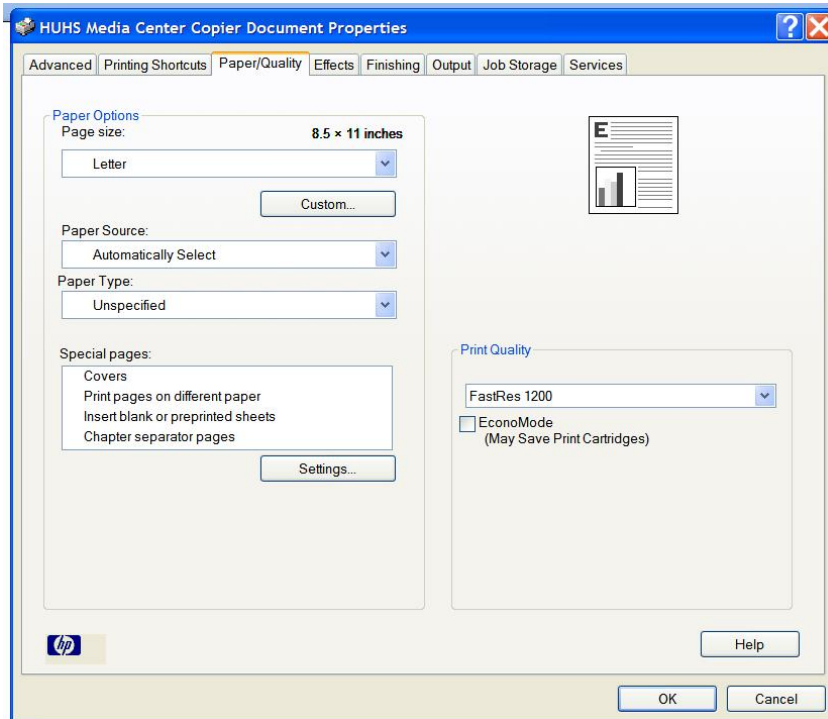
Click on "Print document on:" and select the paper size you want your document to be resized to.



Selecting specific paper trays.

You shouldn't need to use this feature unless you are running a print job where you wish to use different paper for the top sheet than for the rest of the pages or you need to print on labels. For those individuals that used to use the build job feature on the Xerox copiers to run different colors on different pages, see the advanced directions on the next page or see Deanna for help.

Select the "Paper/Quality" tab.



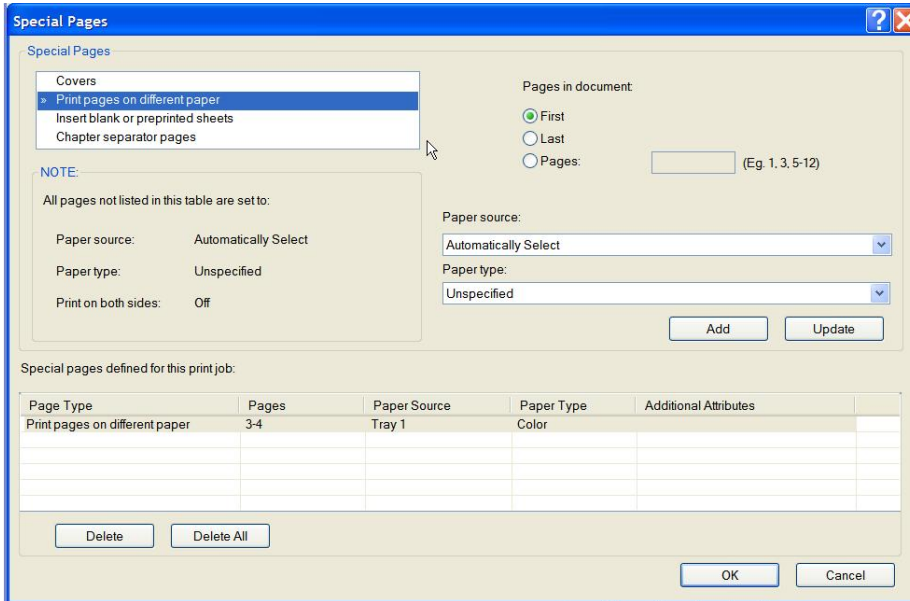
Under "paper source", select the tray you wish to use.

Under "paper type", select the type of paper. Ex. Plain paper, color, cardstock, labels, etc.

Selecting specific paper trays.

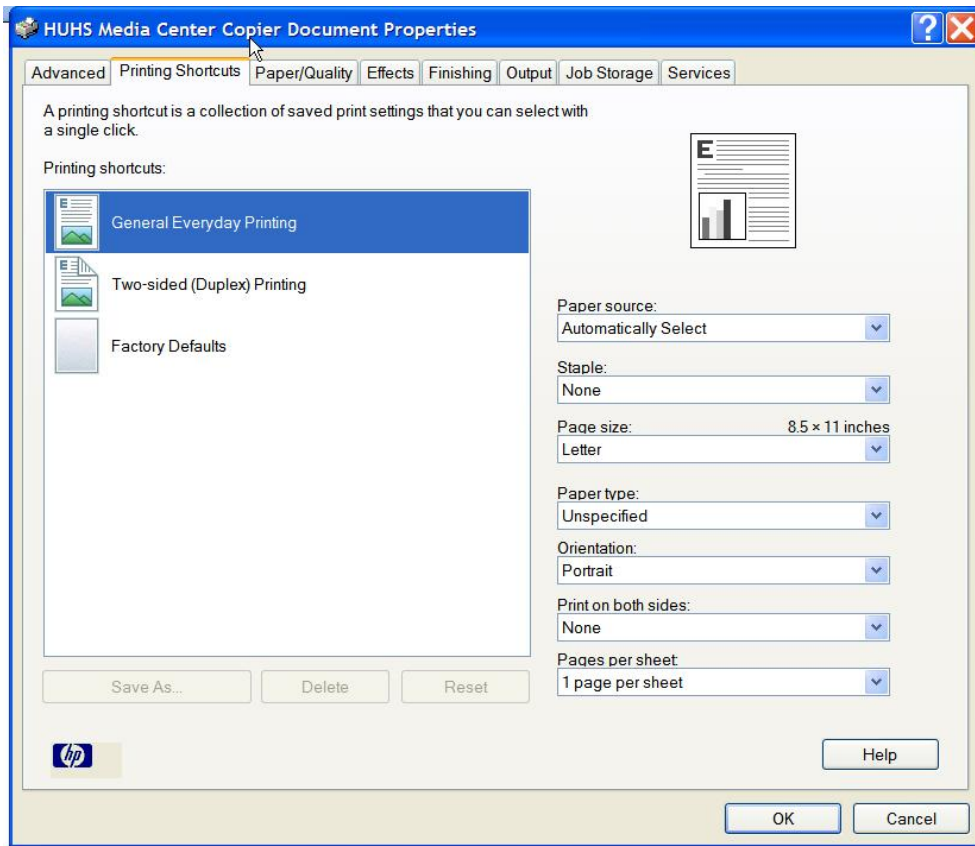
These directions are for those individuals that used to use the build job feature on the Xerox copiers to run different colors on different pages, contact Deanna if you have questions. This cannot be done at this time from an Apple computer.

- Under “Special Pages” select “Print pages on different paper”
- Click on Settings. You should see the following screen.



1. Select “Pages” and enter the page numbers you wish to select for a special paper.
 2. Select “Paper Source”, select the paper tray that has the paper you will be printing on.
 3. Select “Paper type”, select the paper type (color, cardstock, etc.) that you have placed in the tray.
 4. Click on the “Add” button to add this to the special pages list that is shown at the bottom.
- Repeat steps 1-4 for each page that requires different paper. You are limited to 4 different colors, including white.

Stapling



Click on the tab marked "Printing Shortcuts"

Under the box marked "Staple", select the location and quantity of staples you need.