

HP LaserJet QuickSets User Guide

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Date: October 28th, 2005

Do Not Use the Printer Icon in any application to print unless it is currently set to Factory Defaults.

- Use the File, Print, Properties, Select QuickSet option instead.

In Microsoft Word, check the page setup when you open a new document making sure that the size is Letter and the settings are Default Tray for the first page and others. Check Options selected is *use printer settings*. Format your document, select File then Print, select the printer Properties changing the QuickSet to *Factory Defaults* or *Letterhead* as needed.

The most important thing to remember is that when you have selected a QuickSet like Letterhead or Letters, the next time you create a new document or spreadsheet, open the Internet browser or want to send an e-mail, select printer Properties to change it back to Factory Defaults before printing the current document. Factory Defaults settings are Size=Letter and Type=Auto Select which print on plain paper in Tray 3.

Printing Letterhead

In Microsoft Word, when creating a blank document, select File then Page Setup to set up your document to print Letter size and Auto Select. Select Paper size=Letter, Paper source = Default tray, Default tray and in Print Options, Default tray = use printer settings.

When your document is finished and you are ready to print on Letterhead paper. Select File, Print, Properties and choose the Quick Set *Letterhead* , then press OK. The document will be printed using Letterhead paper in Tray 2.

NOTE: Remember the next time you print to select the Quick Set called *Factory Defaults*.

Printing Envelopes

The printer sensor automatically recognizes when you have placed the appropriate size envelope in the feeder and will display a message in the printer window. This message will *disappear* after a minute or two.

When you have printed the current document, highlight the address, click on the Envelope icon in the toolbar. In the Envelopes tab, select Options and check the Envelope Options. Envelope size should equal 10", known as COM10 on the physical printer setup which means the envelope feeder will be expecting this size.

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Then check Printing Options tab and make sure that envelope is highlighted for envelope feeder which is the central position, face up and will feed from the default tray. Press OK. You are now ready to select Print from the Envelopes and Labels window.

The envelope job prints to the envelope feeder. When you have finished printing envelopes, remember to restore *Factory Defaults* in the Quick Sets the next time you need to print on plain paper.