

How To Configure HP LaserJet Printer Trays Using Quick Sets

General Information

The latest HP LaserJet printers (like the 4100TN) have more capability than printers in the past. The latest printer drivers allow settings to be saved through the use of Quick Sets.

The printer can be configured to print to the envelope feeder, letterhead in Tray 2 and plain paper in Tray 3. Tray 1 can be set to labels or legal size paper.

Novell GroupWise, Microsoft Office applications and the Internet Explorer browser (printer settings) default to *Untitled* which remembers the last print job you sent to the printer, for example, an envelope or Letterhead request.

Note: When you add the HP LaserJet (i.e.4100TN) printer through the Microsoft Add Printer Wizard, Quick Sets need to be configured and saved while the user is logged on. Paper trays on the physical printer can be set according to the user's requirements.

Steps to Set Up Printer Trays

- Configure the Physical Printer using Paper Handling Menu
- Install latest Windows 2000/XP printer driver
- Configure Printer Driver Properties
 - Configure Tab
 - NT Forms
 - Device Settings
- Configure Quick Sets using Printing Preferences
- Test Quick Sets

Configure the Physical Printer using Paper Handling Menu

- Press Menu on the printer until Paper Handling Menu appears
- Press Item
 - Envelope Feeder
 - Size = COM10
 - Press Select to save setting
- Press Item
 - Envelope Feeder
 - Type = Plain
 - Press Select to save setting

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- Press Item
 - Tray 1
 - Mode = Cassette
 - Press Select to save setting
- Press Item
 - Tray 1
 - Size = Legal
 - Press Select to save setting
- Press Item
 - Tray 1
 - Type = Legal
 - Press Select to save setting
- Press Item
 - Tray 2
 - Size = Letter
 - Press Select to save setting
- Press Item
 - Tray 2
 - Type = Letterhead
 - Press Select to save setting
- Press Item
 - Tray 3
 - Type = Plain
 - Press Select to save setting
 - Press Go.

Configure Printer Driver Properties

- Right-click on printer and select Properties.
- In General Tab, type location and comment then click on Printing Preferences.
- In Advanced Tab, check printer driver is up-to-date; install latest printer driver if necessary.
- Configure Tab
 - Select Printer Model
 - Select Envelope Feeder (if installed)
 - Select Optional Paper Sources:
 - i.e. HP 500-Sheet Stackable Tray (if installed)
 - Click on OK.

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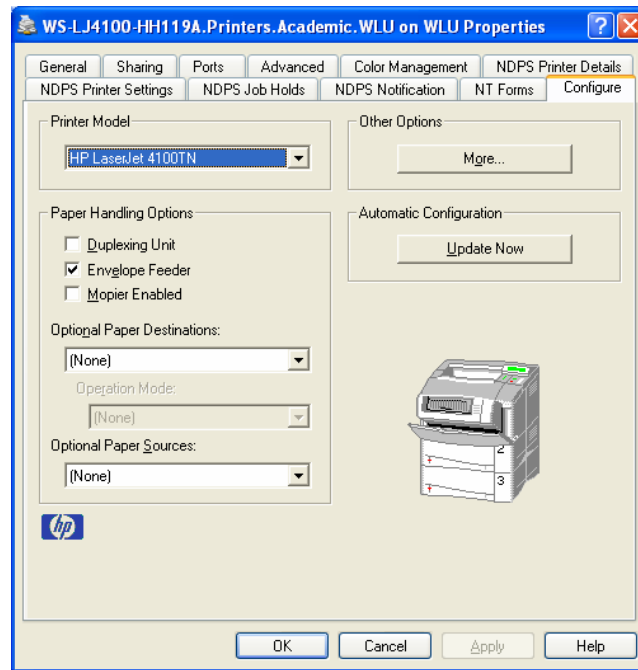


Figure 1 Configure Printer Options

- Right-click on printer and select Properties.

- NT Forms Tab
 - Form/Tray Assignments

Envelope Feeder

- Available Trays:
 - Select Envelope Feeder
- This Tray Contains:
 - Size (Forms):
 - Select Envelope #10
- Type:
 - Plain
- Click on OK.

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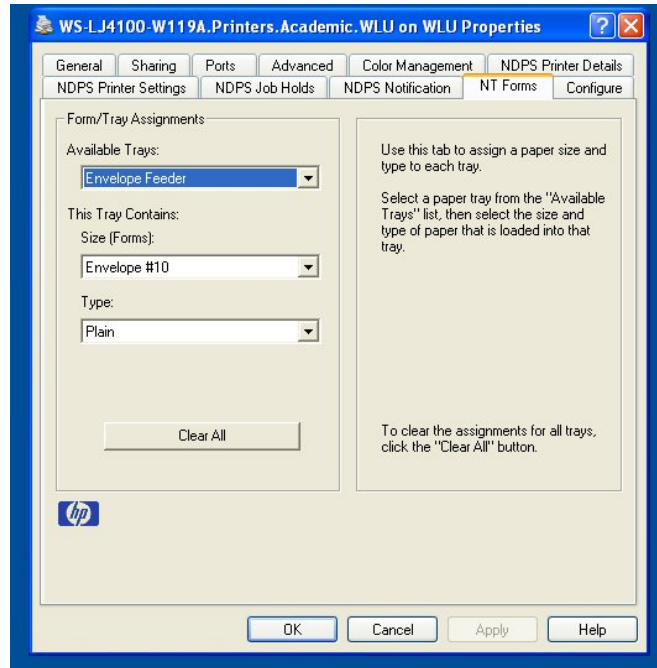


Figure 2 Configure Envelope Feeder

- Right-click on printer and select Properties.
- Select NT Forms.

Tray 1

- Available Trays:
 - Select Tray 1
- This Tray Contains:
 - Size (Forms):
 - Select Legal (or Letter)
- Type:
 - Plain
- Click on OK.

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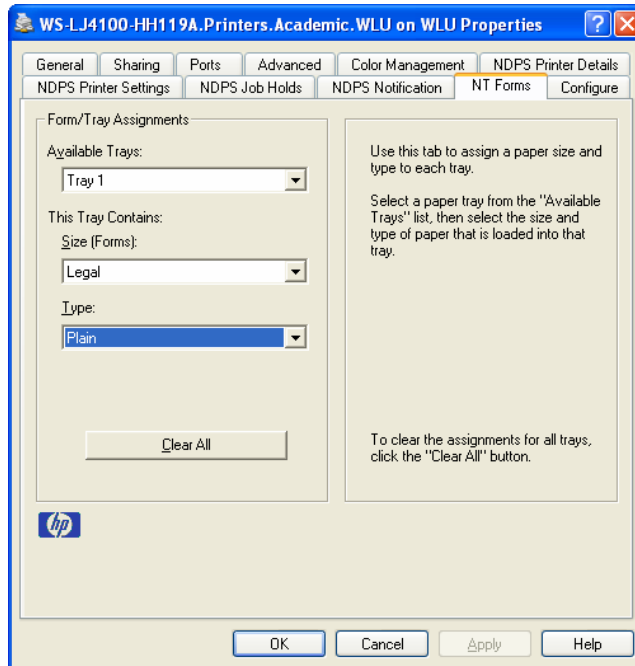


Figure 3 Configure Tray 1 Legal

- Right-click on printer and select Properties.
- Select NT Forms.

Tray 2

- Available Trays:
 - Select Tray 2
- This Tray Contains:
 - Size (Forms):
 - Select Letter
- Type:
 - Letterhead
- Click on OK.

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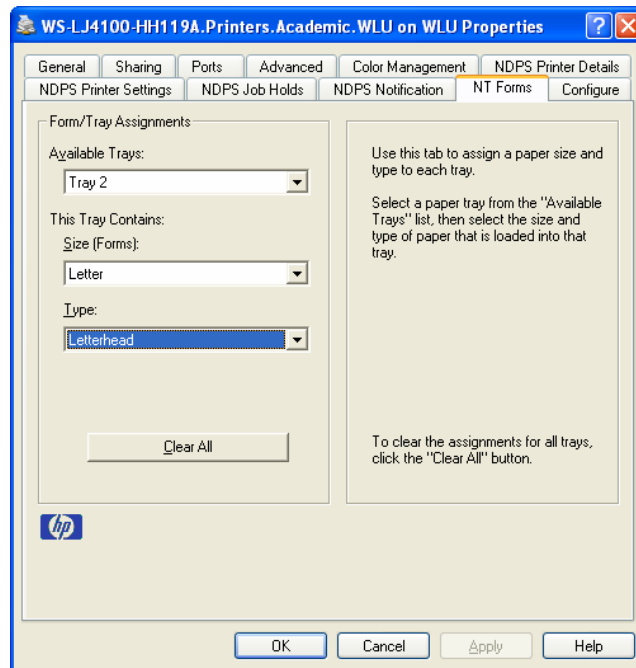


Figure 4 Configure Tray 2 Letterhead

- Right-click on printer and select Properties.
- Select NT Forms.

Tray 3

- Available Trays:
 - Select Tray 3
- This Tray Contains:
 - Size (Forms):
 - Select Letter
- Type:
 - Plain
- Click on OK.

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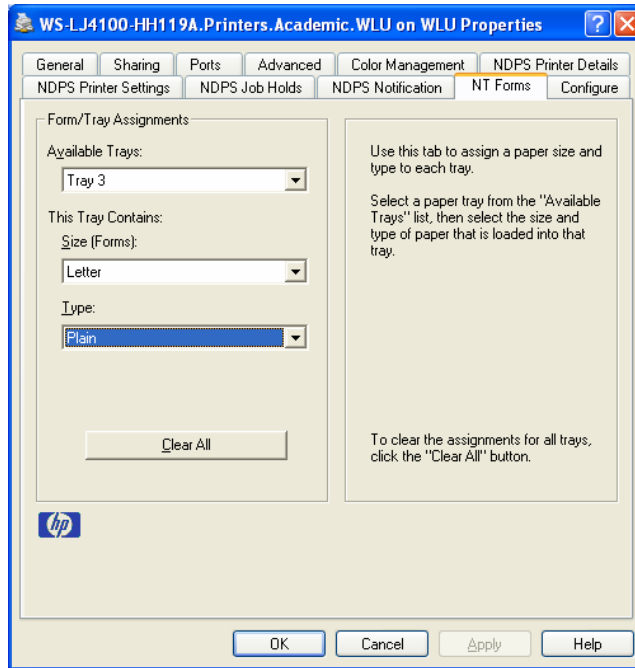


Figure 5 Configure Tray 3 Plain Paper

- Right-click on printer and select Properties.

Printing Preferences using Quick Sets

Create Quick Sets for each of the following:

- Envelope
- Letterhead
- Letters (1st page Letterhead, 2nd page Plain)
- Legal
- Factory Defaults (default)

- Right-click on printer and select Printing Preferences.
- Click on Paper Tab

Envelope

- Quick Sets
 - Type Envelope
- Size is:
 - Envelope #10
- Type is:
 - Auto Select.

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- Click on Save.
- Click on OK.

- Right-click on printer and select Printing Preferences.
- Select Paper Tab.

Tray 1 (Legal)

- Quick Sets
 - Type Legal
- Size is:
 - Legal
- Type is:
 - Plain.
 - Click on Save.
 - Click on OK.
 - Right-click on printer and select Printing Preferences.
 - Select Paper Tab.

Tray 2 (Letterhead)

- Quick Sets
 - Type Letterhead
- Size is:
 - Letter
- Type is:
 - Letterhead
 - Click on Save
 - Click on OK.
 - Right-click on Printing Preferences.
 - Click on Paper Tab.

Tray 2 – (First Page / Other Pages)

- Quick Sets
 - Type Letters
- First Page
 - Select 'Use different paper for first page'
- Size is:
 - Letter
- Type is:
 - Letterhead

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- Click on Other Pages Tab.
- Source is:
 - Auto Select
- Type is:
 - Plain
 - Click on Save
 - Click on OK.

Tray 3 – Plain Paper

- Quick Sets
 - Select Factory Defaults
- Size is:
 - Letter
- Type is:
 - Auto Select
 - Click on OK.

Test Quick Sets

- Launch Internet Explorer browser
- Click on File, print, select printer, click on Preferences, choose Factory Defaults, click on OK. This will print to Tray 3.
- Start GroupWise
- Click on an e-mail
- Click on File, print, select printer, click on Properties, Choose Factory Defaults, click on OK. This will print to Tray 3.
- Open a document in Word
- Click on File, print, select printer, click on Properties, select Letterhead, click on OK, click on OK. This will print to Tray 2.
- Click on File, print, select printer, click on Properties, select Letters, click on OK, click on OK. First page will print from Tray 2 and second page will print from Tray 3.
- While in Word, click on Tools, Letters and mailings, Envelopes and Labels
- In the Envelopes Tab, type an address, click on Options, check it is set to Size #10
- Feed from: Form Select and envelope position: Face Up
- Click on Print. This will print to Envelope Feeder
- Exit Word.