

HP: Print FP e-Certified Labels

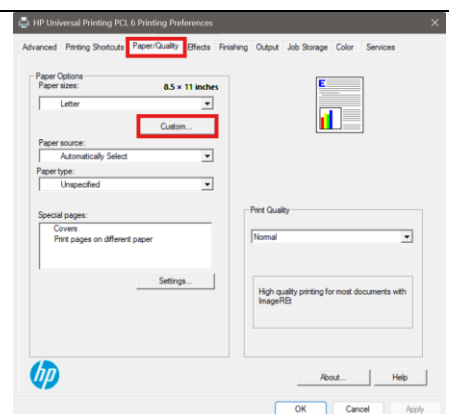
This guide will cover how to set paper at the machine and print FP e-Certified labels from the Web
One Label at a time: Set up labels in Multipurpose Tray (Tray 1) and create a Custom Size

1. Insert paper into Tray 1 as shown

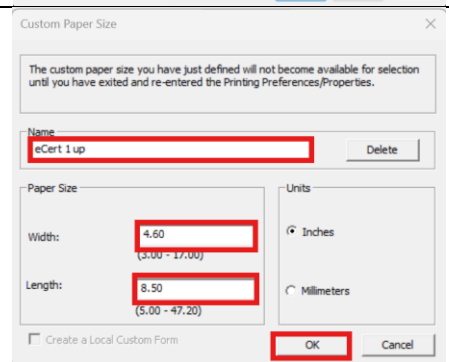


Setting up a Single Label preset in the print driver:

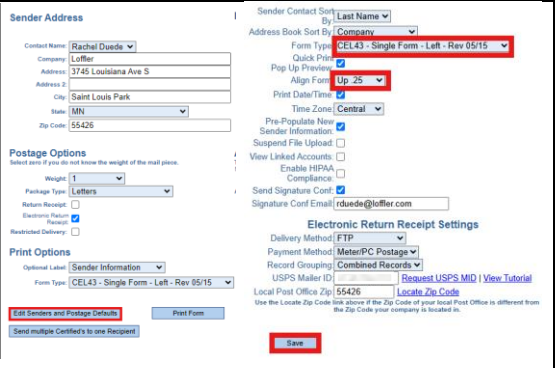
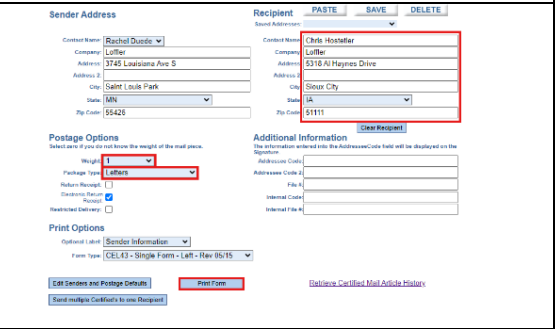
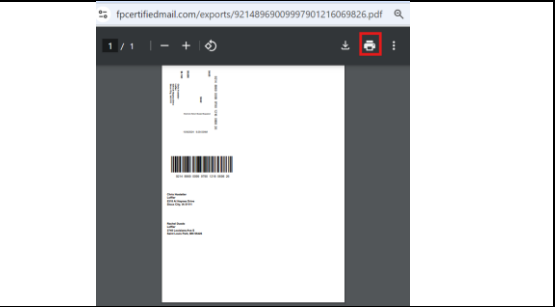
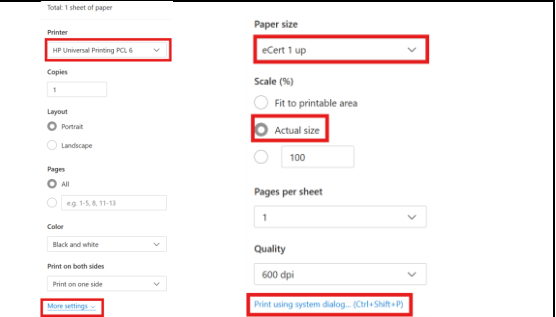
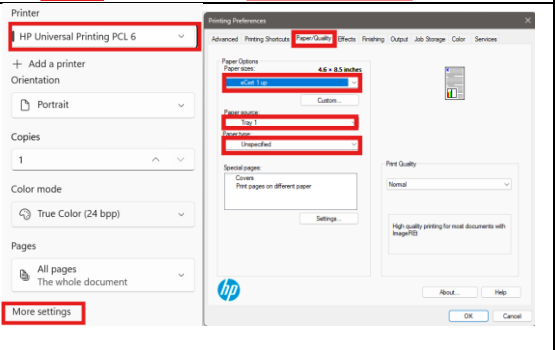
1. Select the **Start** button on the PC
2. Search **Printers & Scanners**
3. Select the correct print driver → **Printing Preferences**
4. Select **Paper/Quality** and Choose **Custom**



5. Enter **Width and Height**:
Width – 4.6, Height – 8.5
6. Enter **Name of Custom Paper Size**
7. Select **Save**, then select **OK** to close the registration window
8. Select **OK** to save changes and close out of printing preferences



Printing a Single Label:

- Log into <u>FP Certified Mail</u> account online - Confirm you have proper alignment selected: - Click Edit Senders and Postage Defaults - Select CEL43 - Single Form - Left - Rev 05/15 - Confirm Up .25 - Click Save	
Once Recipient information, Weight, and Package Type is entered, select Print Form	
Label Template will open on web Select Print	
- Choose HP Printer - Click More Settings - Choose the Paper Size set up in the Print Driver - Choose Actual Size - Click Print using System Dialog	
- Verify HP printer is selected - Click More Settings - Click Paper/Quality - Choose paper size created previously - Choose Tray 1 - Choose Unspecified - Select OK - Click Print	

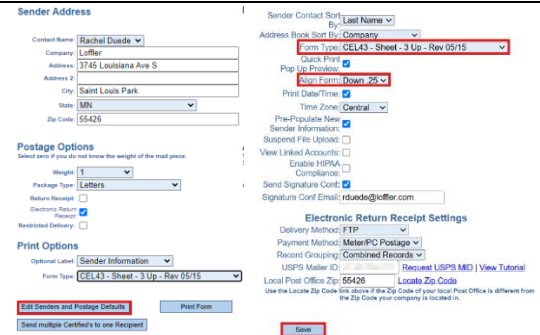
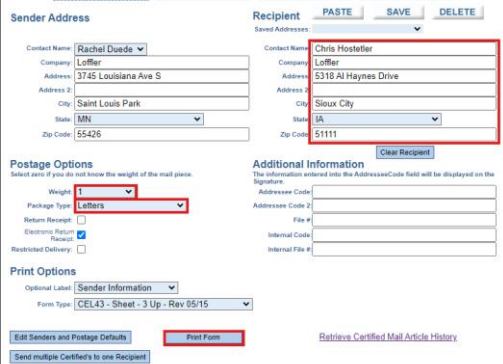
Printing 3 up label Sheet: Set up labels in Multipurpose Tray (Tray1)

1. Insert paper into **Tray 1**

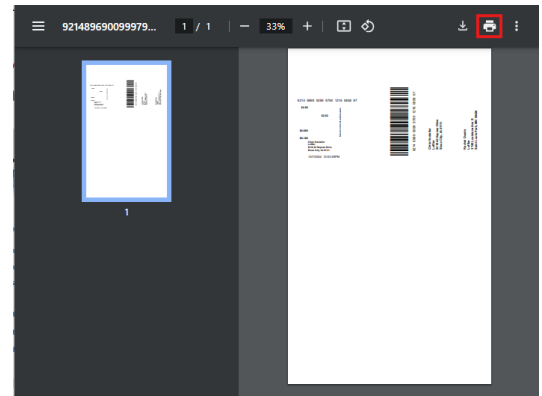


Printing 3 up sheet of labels:

1. Log into FP Certified Mail account online
2. Confirm proper alignment is selected, Click **Edit Senders and Postage Defaults**
3. Select **CEL 43 - Sheet 3 Up - Rev 05/15**
4. Confirm **Up .25 OR Neutral**
5. Click **Save**
6. Once Recipient information, Weight, and Package Type is entered, select **Print Form**

7. Label template will open in the web
 - Click **Print**



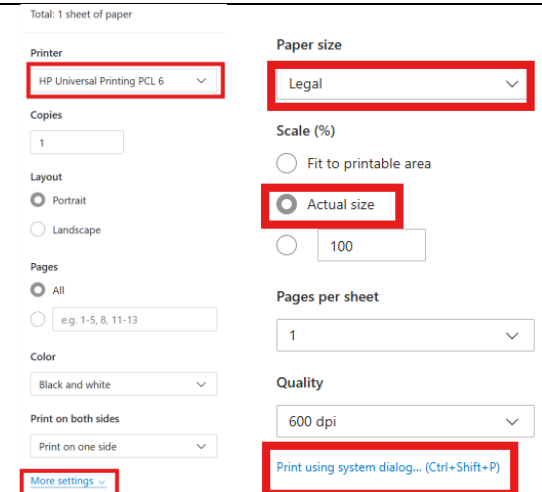
8. Choose **HP Printer**

9. Click **More Settings**

10. Choose **Paper Size Legal**

11. Choose **Actual Size**

12. Click **Print using System Dialog**



13. Click **More Settings**

- Select **Printing Shortcuts**
- Set **Paper Size** to Legal
- Choose **Tray 1** for **Paper Source**
- Confirm **Paper Type** is **Unspecified**

14. Select **OK**
15. Click **Print**

