



How to Print an Email Message

For the Gmail app on iPhone - HP DeskJet 2700

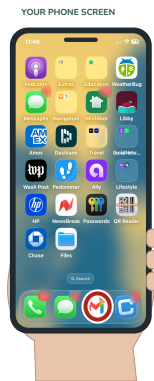
1 Tap Gmail once.

Step 1 of 10

Find the colorful M on
your Home Screen.
Tap it once.

Next: Your email list opens.

LOOK CLOSER



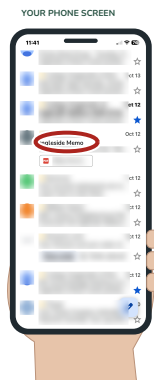
2 Tap the email once.

Step 2 of 10

Look for the subject
Ingleside Memo.
Your subject may differ.

Next: The email message opens.

LOOK CLOSER



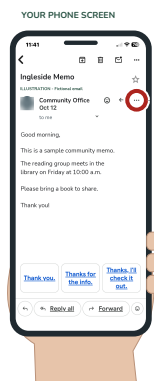
3 Tap the three dots.

Step 3 of 10

Use the dots beside
the reply arrow, next
to the sender.

Next: The message menu opens.

LOOK CLOSER





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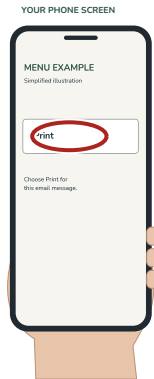
4 Tap Print once.

Step 4 of 10

Choose Print in the message menu.
The menu may differ.

Next: The print options open.

LOOK CLOSER



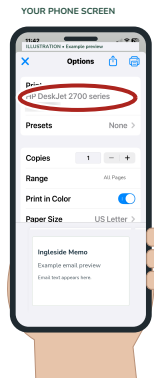
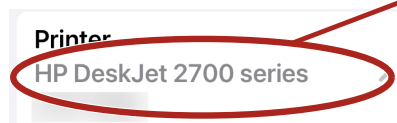
5 Check the printer.

Step 5 of 10

Look for your
HP DeskJet 2700.
Wrong printer? Call us.

Next: Your printer name is shown.

LOOK CLOSER



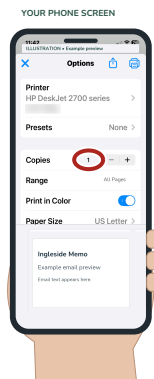
6 Check Copies.

Step 6 of 10

Copies should show 1
for one set of the email.
If not, ask for help.

Next: Copies shows 1.

LOOK CLOSER





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7 Check the pages.

Step 7 of 10

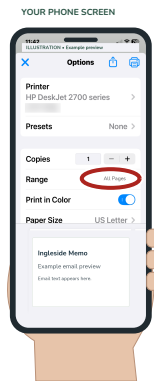
Range shows which pages will print.
Your count may differ.

Next: The page range is correct.

LOOK CLOSER

Range

All Pages



8 Turn color off.

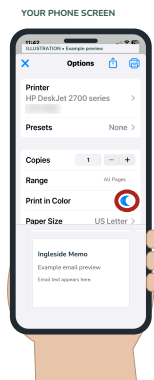
Step 8 of 10

Optional: for black and white, tap blue.
For color, skip this.

Next: The switch turns gray.

LOOK CLOSER

Print in Color



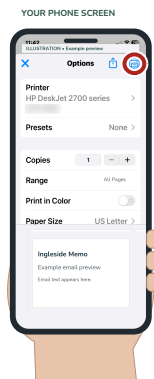
9 Tap Print once.

Step 9 of 10

Use the blue printer at the top right.
Tap only once.

Next: Allow time for printing.

LOOK CLOSER





CyberGuardia

Technology & Media Services

cyberguardia.io

Call if you need help
(301) 300-1716

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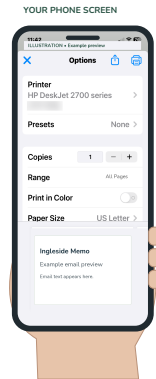
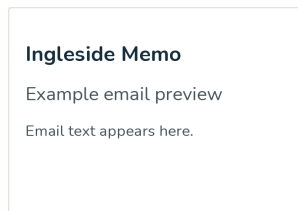
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10 Wait for the pages.

Step 10 of 10

Give the printer time.
Do not tap Print again.
Wait for the paper.

EMAIL PREVIEW



Next: Collect the printed pages.

Before you start

Turn on the printer and check its paper and ink.
Use the same Wi-Fi for your iPhone and printer.

If something is different

Pause and call CyberGuardia for help.
Give the printer time. Avoid tapping Print again.

This guide prints the email message itself.
An attached file has its own printing steps.

Call (301) 300-1716

Sources: Apple AirPrint and Google Gmail Help - October 15, 2026