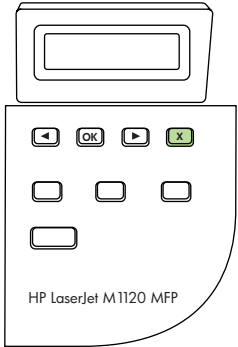




Cancel a print job

How do I?	Steps to perform
<p>Cancel a print job from the product control panel</p>	<p>To cancel the print job, press and release Cancel on the product control panel.</p> <p>NOTE: Pressing Cancel clears the job that the product is currently processing. If more than one process is running (for example, the product is printing a document while receiving a fax), pressing Cancel clears the process that currently appears on the product control panel.</p> 
<p>Cancel a print job from the software program</p>	<p>Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.</p>
<p>Cancel a print job from the Windows print queue</p>	<p>Windows 2000: Go to the Printer dialog box. Click Start, click Settings, and then click Printers. Double-click the product icon to open the window, select the print job, and then click Delete.</p> <p>Windows XP: Click Start, click Settings, and then click Printers and Faxes. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel.</p> <p>Windows Vista: Click Start, click Control Panel, and then, under Hardware and Sound, click Printer. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel.</p>

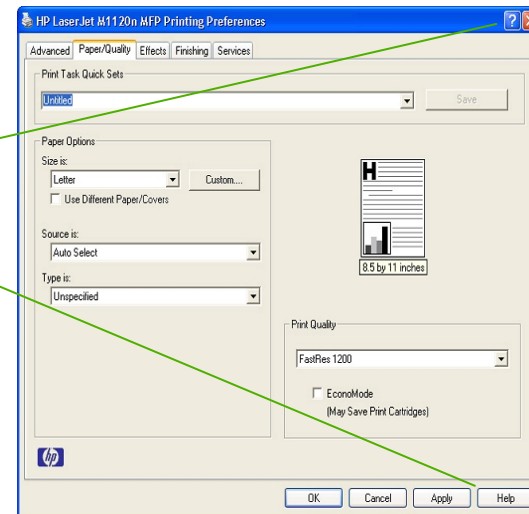


HP LaserJet M1120 MFP Series – Print tasks



Open the printer driver

How do I?	Steps to perform
<p data-bbox="86 373 415 411">Open the printer driver</p> <p data-bbox="86 512 531 550">Get help for any printing option</p>	<p data-bbox="716 347 1304 427">On the File menu in the software program, click Print. Select the printer, and then click Properties or Preferences.</p> <ol data-bbox="716 485 1304 644" style="list-style-type: none"><li data-bbox="716 485 1304 596">1 Click the ? symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item.<li data-bbox="716 612 1304 644">2 Or, click Help to open the online Help.





Print on both sides (duplex)

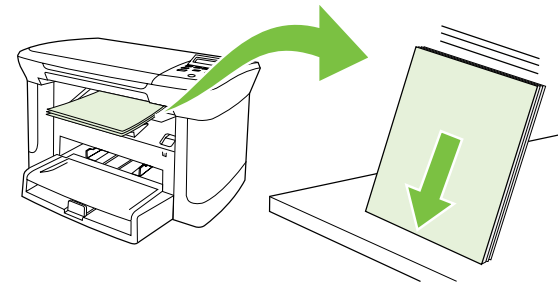
How do I?	Steps to perform
<p data-bbox="86 375 493 406">Print on both sides manually</p> <p data-bbox="86 454 682 582">NOTE: If the Print on Both Sides option is dimmed or unavailable, open the properties (printer driver). On the Device Settings tab or the Configure tab, select Allow Manual Duplexing, and then click OK. Repeat steps 1 and 2.</p>	<ol data-bbox="716 343 1344 901" style="list-style-type: none">1 In the software program, open the properties (printer driver).2 On the Finishing tab, select Print on Both Sides (Manually).3 Print the document.4 After one side has been printed, remove the remaining media from the input tray, and set it aside until after you finish the duplexing job. <div data-bbox="1386 343 1978 790"></div> <div data-bbox="1365 869 1764 1149"></div>



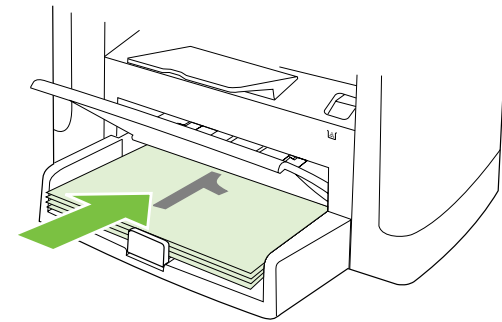


Print on both sides manually (continued)

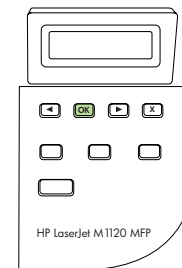
5 Without changing the orientation, remove the printed stack from the output bin, and then straighten the stack.



6 Maintaining the same orientation, place the stack of media in the input tray again. The printed side should be facing down with the top edge feeding into the product first.

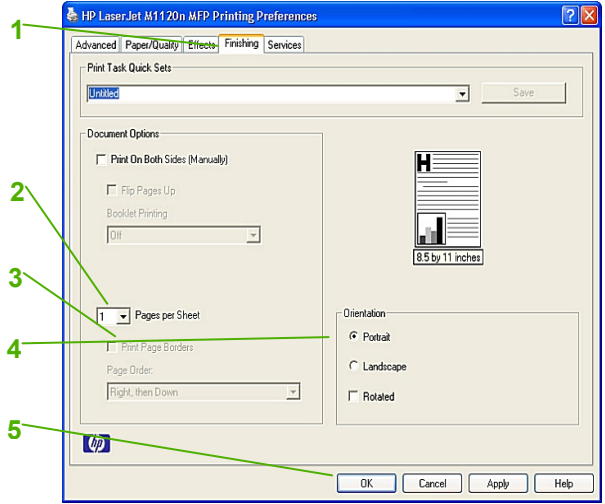


7 On the product control panel, press **OK** and wait for the second side to print





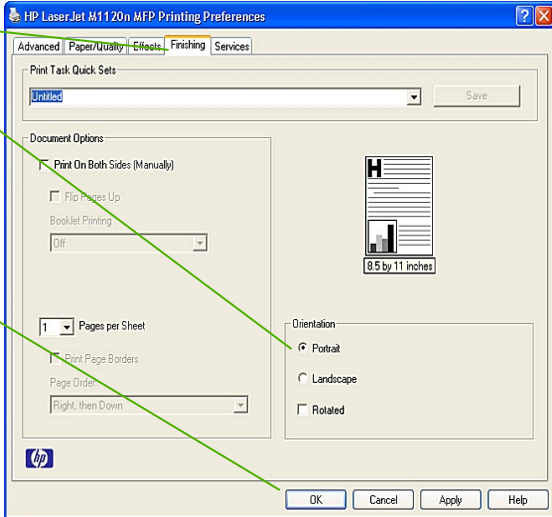
Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 In the Pages per Sheet drop-down list, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).3 If the number of pages is greater than 1, select the correct options for Print page borders and Page order.4 If you need to change the page orientation, click Portrait or Landscape.5 Click OK. 





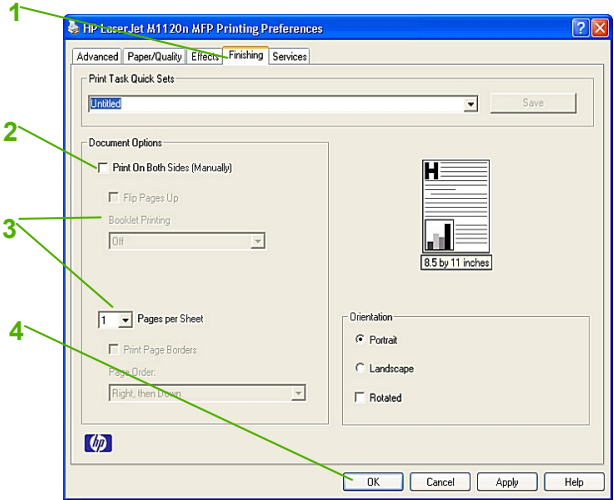
Select page orientation

How do I?	Steps to perform	
Select page orientation	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 In the Orientation area, click Portrait or Landscape.3 Click OK.	 <p>The screenshot shows the 'HP LaserJet M1120 MFP Printing Preferences' dialog box with the 'Finishing' tab selected. The 'Orientation' section is visible, showing 'Portrait' selected with a radio button. Red arrows labeled 1, 2, and 3 point to the 'Finishing' tab, the 'Orientation' section, and the 'OK' button respectively.</p>





Create a booklet

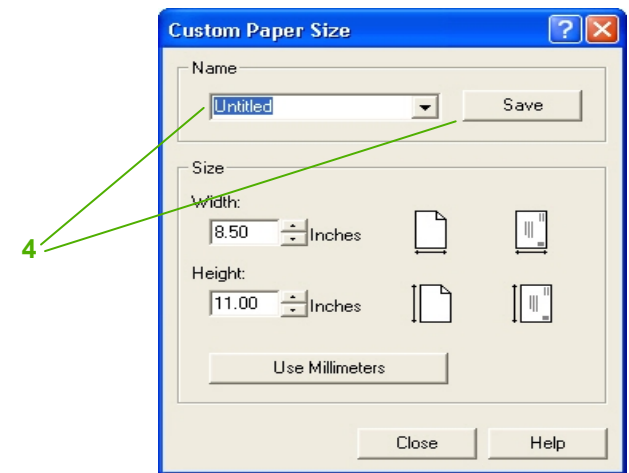
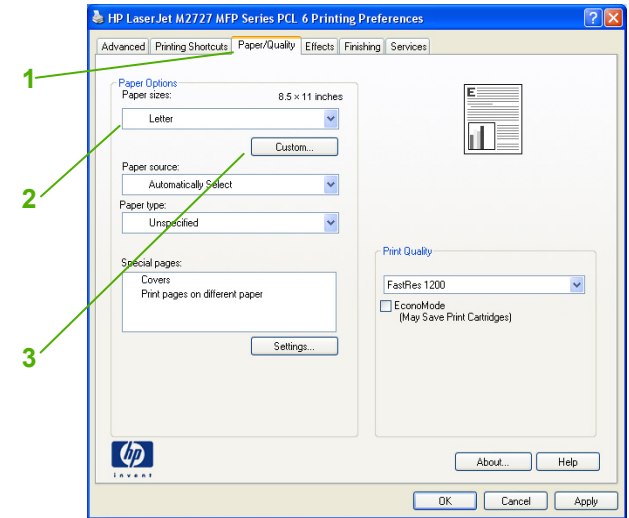
How do I?	Steps to perform
Create a booklet	<ol style="list-style-type: none"><li data-bbox="730 347 1312 379">1 Open the printer driver, and click the Finishing tab.<li data-bbox="730 432 1050 464">2 Click Print on both sides.<li data-bbox="730 517 1323 632">3 In the drop-down box for Booklet Printing, select either Left Edge Binding or Right Edge Binding. The Pages per Sheet setting automatically changes to 2 pages per sheet.<li data-bbox="730 652 871 684">4 Click OK.  The screenshot shows the 'HP LaserJet M1120n MFP Printing Preferences' dialog box with the 'Finishing' tab selected. Four green arrows point to specific elements: arrow 1 points to the 'Finishing' tab; arrow 2 points to the 'Print On Both Sides (Manually)' checkbox; arrow 3 points to the 'Booklet Printing' dropdown menu; and arrow 4 points to the 'Pages per Sheet' dropdown menu, which is currently set to '1'. The 'Pages per Sheet' dropdown is highlighted in green, indicating the change to '2' as described in the steps.





Print on different page sizes

How do I?	Steps to perform
Select a page size	<ol style="list-style-type: none"><li data-bbox="720 347 1323 406">1 Open the printer driver, and click the Paper/Quality tab.<li data-bbox="720 526 1323 555">2 Select a size from the Paper size drop-down list.
Select a custom page size	<ol style="list-style-type: none"><li data-bbox="720 710 1323 769">3 Click Custom. The Custom Paper Size dialog box opens.<li data-bbox="720 885 1323 944">4 Type a name for the custom size, specify the dimensions, and click Save.





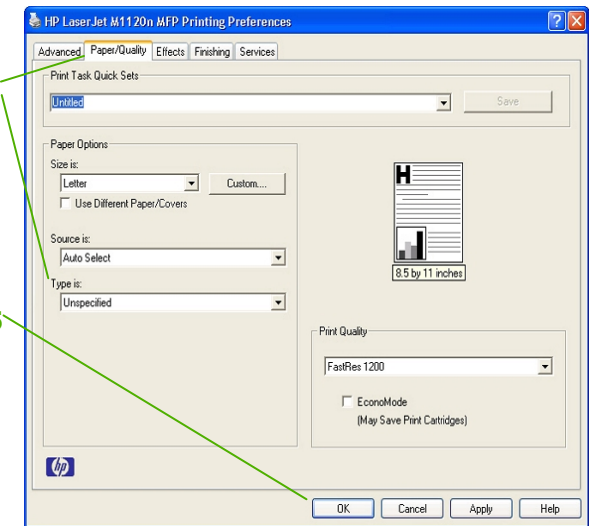
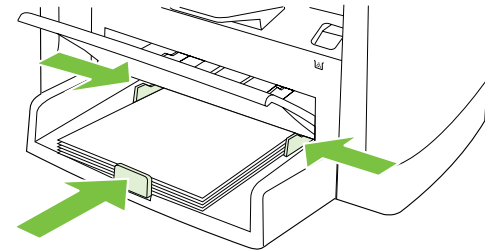
Print on preprinted letterhead or forms

How do I?

Print on preprinted letterhead or forms

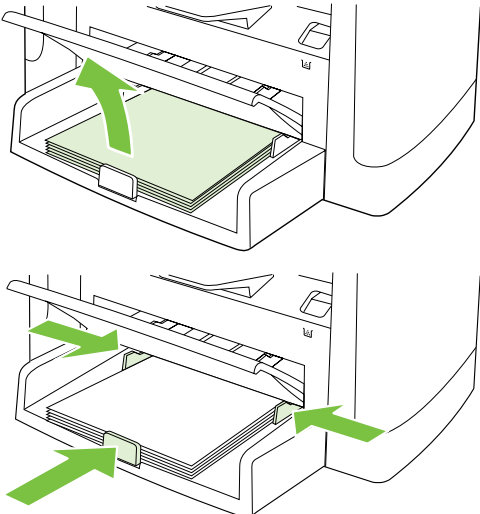
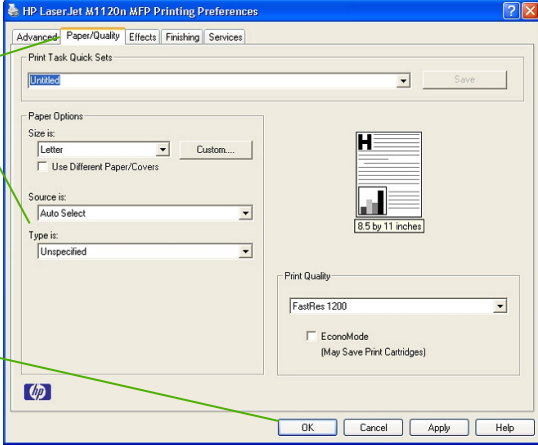
Steps to perform

- 1 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.
- 2 Adjust the media guides to the length and width of the media.
- 3 On the printer driver, on the **Paper/Quality** tab, select the media type from the **Type is:** drop-down list.
- 4 Click OK.





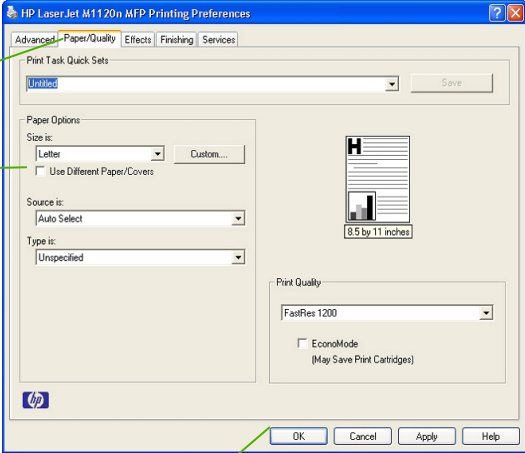
Print on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Print on special paper, labels, or transparencies</p>	<ol style="list-style-type: none"><li data-bbox="716 347 1346 379">1 Open the media input tray and remove any media.<li data-bbox="716 619 1346 683">2 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.<li data-bbox="716 699 1346 762">3 Adjust the media guides to the length and width of the media.<li data-bbox="716 890 1346 954">4 On the printer driver, on the Paper/Quality tab, select the media type from the Type is: drop-down list.<li data-bbox="716 970 1346 1002">5 Click OK.  





Print a different first or last page

How do I?	Steps to perform	
Print the first or last page on different paper	<ol style="list-style-type: none">1 On the Paper/Quality tab, select the appropriate paper.2 Click Use Different Paper/Covers.3 Select the pages that you want to use to print specific pages on different paper.4 To print front or back covers, select Add Blank or Preprinted Cover.5 Click OK.	
Print covers on different paper		