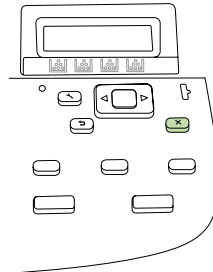
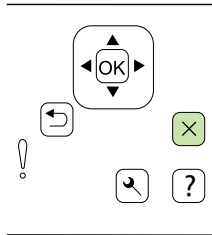




Cancel a print job

How do I?	Steps to perform
<p>Cancel a print job</p> <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> <div style="display: flex; justify-content: space-around;">   </div>
<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>

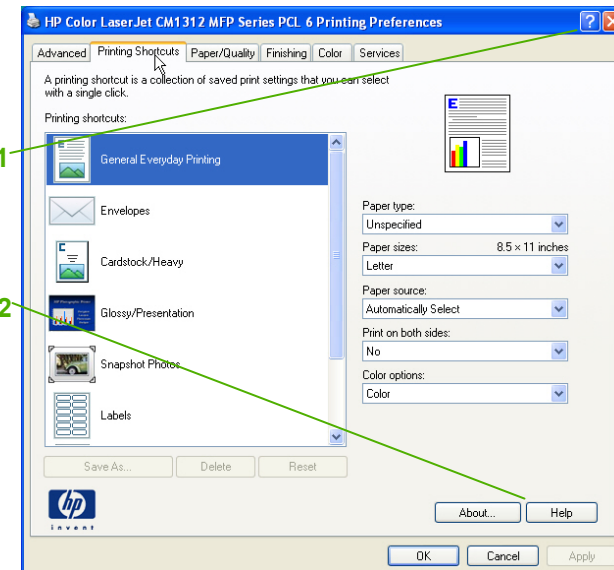


HP LaserJet CM1312 MFP Series – Print tasks



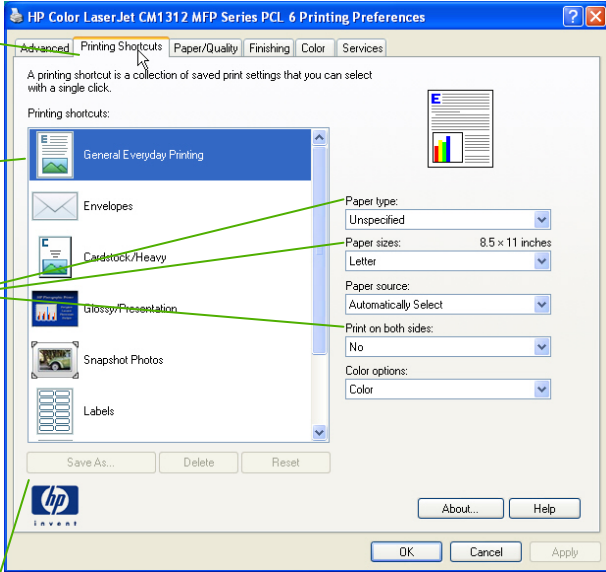
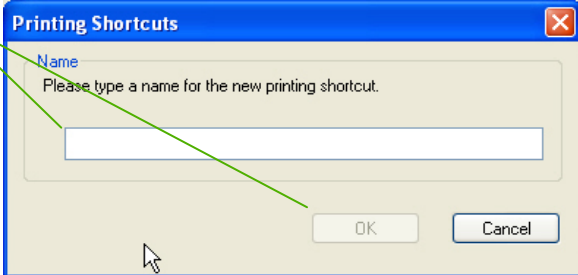
Open the printer driver

How do I?	Steps to perform
<p data-bbox="86 375 420 411">Open the printer driver</p> <p data-bbox="86 587 535 624">Get help for any printing option</p>	<p data-bbox="766 347 1302 427">On the File menu in the software program, click Print. Select the printer, and then click Properties or Preferences.</p> <ol data-bbox="735 558 1302 798" style="list-style-type: none"><li data-bbox="735 558 1302 670">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="735 766 1302 798">2 Or, click Help to open the online Help.





Create and use printing shortcuts

How do I?	Steps to perform
<p>Create and use printing shortcuts</p> <p>Create a printing shortcut</p>	<ol style="list-style-type: none"><li data-bbox="716 347 1323 406">1 Open the printer driver and click the Printing Shortcuts tab.<li data-bbox="716 499 1323 526">2 Select an existing shortcut as a base.<li data-bbox="716 644 1323 671">3 Select the print options for the new shortcut.<li data-bbox="716 963 1323 1023">4 Click Save As, type a name for the shortcut, and click OK.  



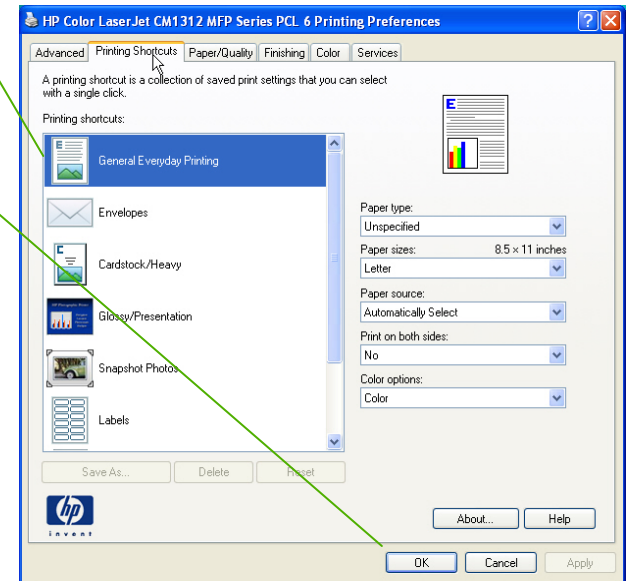


Create and use printing shortcuts
(continued)

Use printing shortcuts

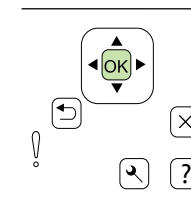
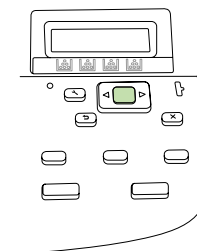
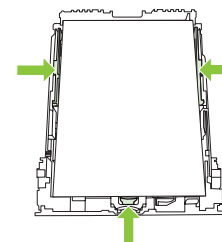
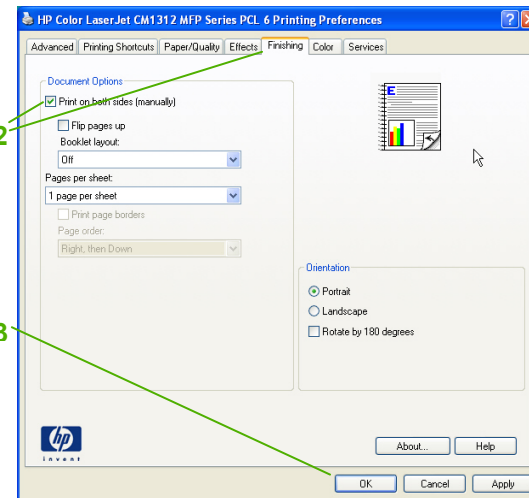
5 Select one of the shortcuts.

6 Click OK to print the job with the predefined settings.



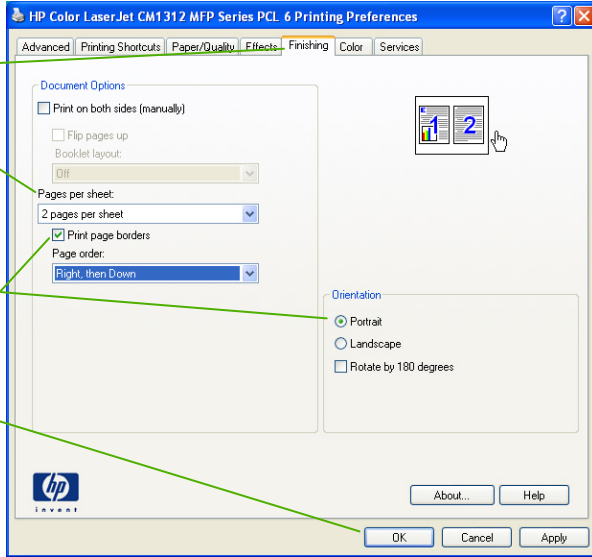
Print on both sides (duplex)

How do I?	Steps to perform
<p>Print on both sides manually (Duplex models only)</p> <p>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 style="list-style-type: none"> <li data-bbox="716 347 1417 379">1 In the software program, open the properties (printing driver). <li data-bbox="716 470 1417 526">2 On the Finishing tab, select Print on both sides (manually). <li data-bbox="716 662 1417 694">3 Press OK, and then print the document. <li data-bbox="716 758 1417 845">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. <li data-bbox="716 941 1417 997">5 Without changing the orientation, remove the printed stack from the output bin, and then straighten the stack. <li data-bbox="716 1029 1417 1117">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. <li data-bbox="716 1141 1417 1197">7 On the product control panel, press OK and wait for the second side to print.





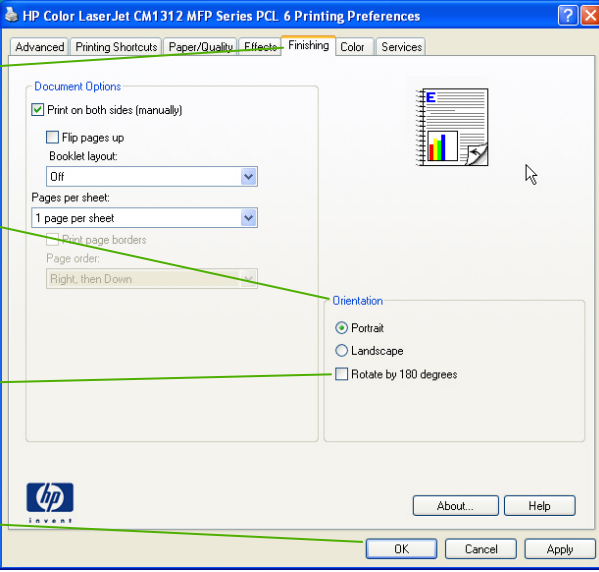
Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none"><li data-bbox="730 347 1346 379">1 Open the printer driver, and click the Finishing tab.<li data-bbox="730 496 1346 555">2 Select the number of pages per sheet from the Pages per sheet drop-down list.<li data-bbox="730 643 1346 702">3 Select the correct options for Print page borders, Page order, and Orientation.<li data-bbox="730 790 869 821">4 Click OK. 





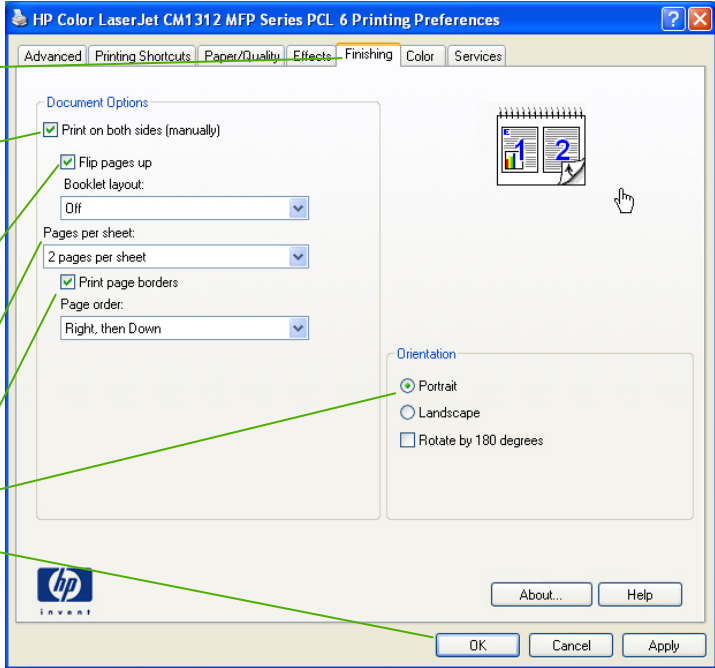
Select page orientation

How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="730 347 1312 406">1 Open the printer driver, and click the Finishing tab.<li data-bbox="730 528 1312 587">2 In the Orientation area, click Portrait or Landscape.<li data-bbox="730 708 1312 767">3 To print the page image upside down, click Rotate by 180 degrees.<li data-bbox="730 888 1312 922">4 Click OK. 





Create a booklet

How do I?	Steps to perform
Create a booklet	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 Click Print on both sides.3 In the Booklet layout drop-down list, click Left binding or Right binding.4 The Pages per sheet option automatically changes to 2 pages per sheet.5 Select the number of pages per sheet from the Pages per sheet drop-down list.6 Select the correct options for Print page borders, Page order, and Orientation.7 Click OK. 

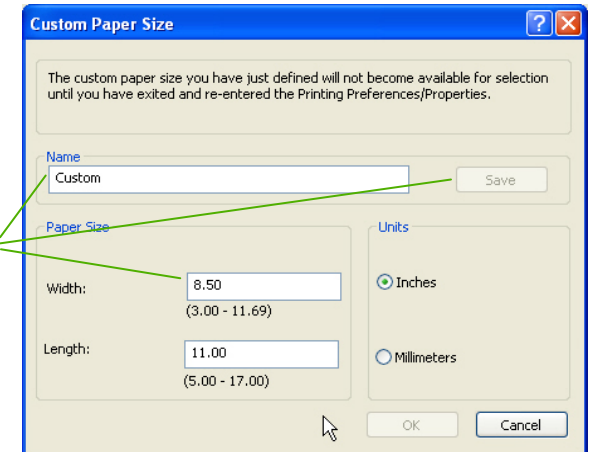
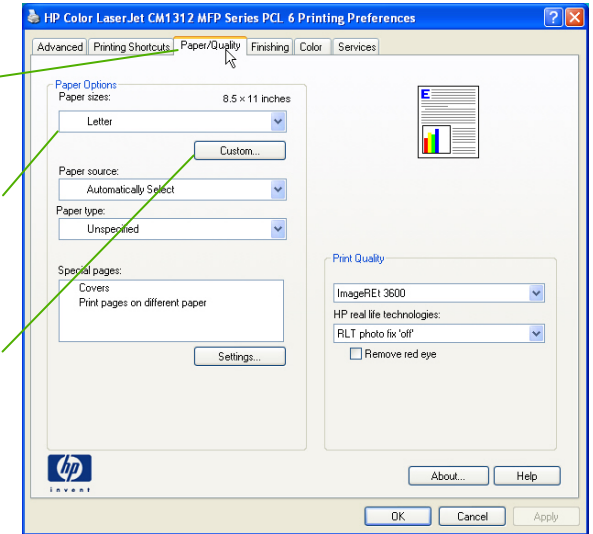


HP LaserJet CM1312 MFP Series – Print tasks



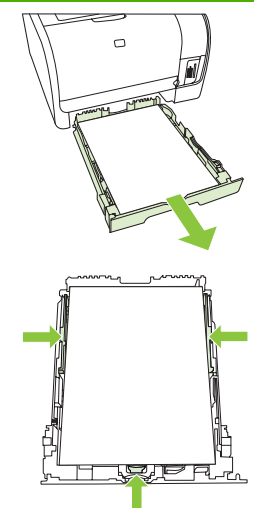
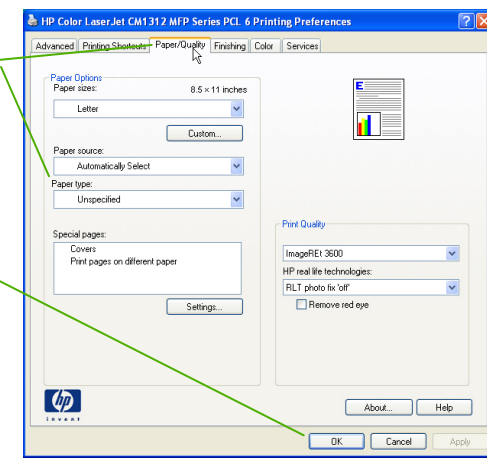
Print on different page sizes

How do I?	Steps to perform
Select a page size	<ol style="list-style-type: none"><li data-bbox="720 331 1413 411">1 Open the printer driver, and click the Paper/Quality tab.<li data-bbox="720 411 1413 531">2 Select a size from the Paper size drop-down list.<li data-bbox="720 531 1413 730">3 Click Custom. The Custom Paper Size dialog box opens.
Select a custom page size	<ol style="list-style-type: none"><li data-bbox="720 730 1413 898">3 Click Custom. The Custom Paper Size dialog box opens.<li data-bbox="720 898 1413 1399">4 Type a name for the custom size, specify the dimensions, and click Save.





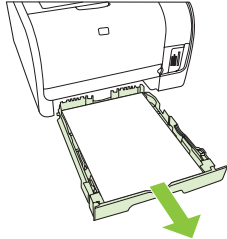
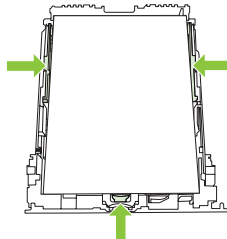
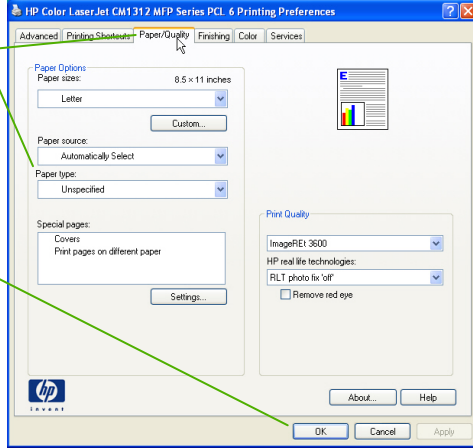
Print on preprinted letterhead or forms

How do I?	Steps to perform
Print on preprinted letterhead or forms	<ol style="list-style-type: none"><li data-bbox="716 331 1449 383">1 Open the media input tray and remove any media.<li data-bbox="716 383 1449 542">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="716 542 1449 702">3 Adjust the media guides to the length and width of the media.<li data-bbox="716 702 1449 1085">4 On the printer driver, on the Paper/Quality tab, select the media type from the Paper type: drop-down list.<li data-bbox="716 1085 1449 1356">5 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="730 347 1428 375">1 Open the media input tray and remove any media.<li data-bbox="730 480 1428 534">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="730 660 1428 687">3 Adjust the media guides to the length and width of the media.<li data-bbox="730 871 1428 925">4 On the printer driver, on the Paper/Quality tab, select the media type from the Paper type: drop-down list.<li data-bbox="730 1118 871 1145">5 Click OK.    <p>The screenshot shows the 'Paper/Quality' tab of the HP Color LaserJet CM1312 MFP Series PCL 6 Printing Preferences dialog box. The 'Paper Options' section includes 'Paper sizes' (8.5 x 11 inches), 'Paper type' (Unspecified), and 'Paper source' (Automatically Select). The 'Special pages' section has 'Covers' set to 'Print pages on different paper'. The 'Print Quality' section includes 'ImageREt 3600', 'HP real life technologies', and 'RLT photo fix 'off'. The 'Remove red eye' checkbox is unchecked. The 'OK' button is highlighted with a green arrow.</p>



Print individual photos from memory card

How do I?	Steps to perform
<p>Print individual photos from memory card</p>	<ol style="list-style-type: none"> 1 Insert the memory card into the product. The Photo Menu displays. 2 Use the arrow buttons to select Easy Print and then press OK. 3 Use the arrow buttons to select Individual photo and then press OK. 4 Use the arrow buttons or numeric keypad to make selections for each of the following menu items, and then press OK. <ul style="list-style-type: none"> Enter photo number: Select an individual photo to print. The photos are numbered, starting with number 1. Select image size: Set the size for the printed image. Select paper size: Select the media size. Select paper type: Select the media type. Number of copies: Set the number of copies to print (1 to 99). 5 When the message [OK] to print appears on the control-panel display, press OK.

