# HP LaserJet CM1312 MFP Series – Print tasks



### Cancel a print job

How do I?	Steps to perform
Cancel a print job Cancel a print job from the product control panel	To cancel the print job, press and release <b>Cancel</b> on the product control panel. <b>NOTE</b> : Pressing <b>Cancel</b> 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 <b>Cancel</b> clears the process that currently appears on the product control panel.
Cancel a print job from the software program	Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.
Cancel a print job from the Windows print queue	<ul> <li>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.</li> <li>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.</li> <li>Windows Vista: Click Start, click Control Panel, and then,</li> </ul>
	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.





### Open the printer driver

How do I?	Steps to perform	
Open the printer driver	On the <b>File</b> menu in the software program, click <b>Print</b> . Select the printer, and then click <b>Properties</b> or <b>Preferences</b> .	Advanced Printing Shotcuts Paper/Quality Finishing Color Services A printing shotcuts a collection of saved print settings that yourcent select with a single click. Printing shotcuts
Get help for any printing option	<ol> <li>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> <li>Or, click Help to open the online Help.</li> </ol>	Cardstock/Heavy   Cardstock/Heavy







## Create and use printing shortcuts

How do I?	Steps to perform	
Create and use printing shortcuts Create a printing shortcut	<ol> <li>Open the printer driver and click the Printing Shortcuts tab.</li> <li>Select an existing shortcut as a base.</li> </ol>	HP Color LaserJet CM1312 MFP Series PCL 6 Printing Preferences     Advanced Printing Shotcuts Paper/Quality Finishing Color Services     A printing shotcut is a collection of saved print settings that you can select with a single click.     Printing shotcuts:     Envelopes     Envelopes     Cardstoot/Heavy     Paper type:     Unspecified     Paper sizes: 0.5 × 11 inches     Letter
	3 Select the print options for the new shortcut. 3€	Page source:       Automatically Select       Print on both sides:       No       Color options:       Color options:       Color       Save As       Deleto       Reset       OK       Cancel       Apply
	4 Click Save As, type a name for the shortcut, and 4 click OK.	Printing Shortcuts          Name         Please type a name for the new printing shortcut.         OK



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5 Select one of the shortcuts. HP Color Laser Jet CM1312 MFP Series PCL 6 Printing Preferences **?**× Create and use printing shortcuts Advanced Printing Shortcuts Paper/Quality Finishing Color Services 5 A printing shortcut is a collection of saved print settings that you can select with a single click. (continued) Printing shortcuts Use printing shortcuts 6 Click OK to print the job with the predefined 6 Envelopes Paper type: Unspecified ~ settings. Paper sizes: 8.5 × 11 inches Cardstock/Heavy Letter ~ Paper source: Automatically Select ~ ulu Glossy/Presentation Print on both sides: ~ No The second second Snapshot Photos Color options ~ Color Labels 4 About... Help OK Cancel Apply





#### Print on both sides (duplex)

How do I?	Steps to perform	
Print on both sides manually (Duplex models only)	1 In the software program, open the properties (printing driver).	HP Color LaserJet CM1312 MFP Series PCL 6 Printing Preferences  Advanced Priving Shotouts   Paper/Quality Effects   Friething Color   Services  Document Options  Phil og.betrifides (manually)
<b>NOTE:</b> If the <b>Print on Both Sides</b> option is dimmed or unavailable, open the properties (printer driver). On the <b>Device Settings</b> tab or the <b>Configure</b> tab, select <b>Allow</b> <b>Manual Duplexing</b> , and then click <b>OK</b> . Repeat steps 1 and 2.	2 On the Finishing tab, select Print on both sides (manually).	2 Flip pages up Booklet layout Off Pages per sheet I page per sheet Print page bodies Page coder: Right, then Down
	<b>3</b> Press <b>OK</b> , and then print the document.	3 Portrat Clandicape Rotate by 180 degrees
	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.	About Help
	<ul> <li>5 Without changing the orientation, remove the printed stack from the output bin, and then straighten the stack.</li> <li>6 Maintaining the same orientation, place the stack of media in</li> </ul>	
	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		
How do I? Print multiple pages per sheet	<ol> <li>Steps to perform         <ol> <li>Open the printer driver, and click the Finishing tab.</li> <li>Select the number of pages per sheet from the Pages per sheet drop-down list.</li> </ol> </li> <li>Select the correct options for Print page borders, Page order, and Orientation.</li> <li>Click OK.</li> </ol>	IP Color Laser Jet CM1 312 MFP Series PCL 6 Printing Preferences         Advanced       Printing Shotcuts         Pocument Options       Color         Print on both side (nanually)       File pages up         Bocklet layout:       Image per sheet         Other sheet       Image per sheet         Pages per sheet       Image per sheet         Page per sheet       Image per sheet         Image per sheet       Image per sheet	
		About Help	Apply





#### Select page orientation

How do I?	Steps to perform	
Select page orientation	<ol> <li>Open the printer driver, and click the Finishing tab.</li> </ol>	HP Color Laser Jet CM1312 MFP Series PCL 6 Printing Preferences     Advanced Printing Shortcuts Paper/Qualty_Effects     Finishing Color Services      Document Options     Print on both sides (manually)
	<ul> <li>In the Orientation area, click Portrait or Landscape.</li> </ul>	
	<ul> <li>To print the page image upside down, click Rotate 3- by 180 degrees.</li> </ul>	Portrait     Landscape     Rotate by 180 degrees
	4 <sup>−</sup> 4 Click <b>OK</b> .	About Help



# HP LaserJet CM1312 MFP Series – Print tasks



#### Create a booklet

How do I?	Steps to perform	
Over the school bet	1 Open the printer driver, and click the <b>Finishing</b> tab.	HP Color LaserJet CM1312 MFP Series PCL 6 Printing Preferences
Create a booklet	2 Click Print on both sides.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services  Pocument Options  Print on both sides (manually)  Pipe pages up Booklet layout:  Off
	3 In the Booklet layout drop-down list, click Left binding or Right binding.	3 Pages per sheet Page borders Page order:
	4 The <b>Pages per sheet</b> option automatically changes to 2 pages per sheet.	4 Right, then Down
	<ul> <li>Select the number of pages per sheet from the Pages per sheet drop-down list.</li> </ul>	6
	6 Select the correct options for Print page borders, Page order, and Orientation.	7 About Help
	7 Click OK.	OK Cancel Apply





#### Print on different page sizes

How do I?	Steps to perform	
Select a page size	<ol> <li>Open the printer driver, and click the Paper/Quality tab.</li> </ol>	HP Color Laser Jet CM1312 MFP Series PCL 6 Printing Preferences
Select a custom page size	1         2 Select a size from the Paper size drop-down list.       2         3 Click Custom. The Custom Paper Size dialog box opens.       3	Paper source:       0         Automatically Select       Image/Rel 1300         Paper source:       Image/Rel 3000         Automatically Select       Image/Rel 3000         Print Quality       Image/Rel 1300         Print pages on different paper       Image/Rel 1300         Print Select       Image/Rel 1300         Image/Rel 1300       Image/Rel 1300         Image/Rel 140       Image/Rel 140         Image/Rel 140       Image/Rel 140 </td
	<ul> <li>4 Type a name for the custom size, specify the dimensions, and click Save.</li> <li>4</li> </ul>	Custom Paper Size       Image: Custom paper size you have just defined will not become available for selection until you have exited and re-entered the Printing Preferences/Properties.         Name       Custom         Custom       Save         Paper Size       Units         Width:       8.50         (3.00 - 11.69)       Inches         Length:       11.00         (5.00 - 17.00)       Milimeters         K       Cancel









#### Print on preprinted letterhead or forms

How do I?	Steps to perform	
Print on preprinted letterhead or forms	1 Open the media input tray and remove any media.	
	2 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.	
	3 Adjust the media guides to the length and width of the media.	
	4 On the printer driver, on the <b>Paper/Quality</b> tab, select the media type from the <b>Paper type:</b> drop-down list.	Advanced Pinting Stateward Paper Outly Finishing Color Services  Advanced Pinting Stateward Paper Outly Finishing Color Services  Paper Option Paper Option Paper Option Paper Source  Automatically Select  Paper Upae Unspecified  Pint Outly  Pint Outly  Pint Outly
	5 Click OK.	5 Print pager on different pager HP real is technologies: RLT proto ik o'rr RLT proto ik o'rr Remove red eye About





#### Print on special paper, labels, or transparencies

How do I?	Steps to perform	
Print on special paper, labels, or transparencies	<ol> <li>Open the media input tray and remove any media.</li> <li>Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.</li> </ol>	
	3 Adjust the media guides to the length and width of the media.	
	<ul> <li>4 On the printer driver, on the Paper/Quality tab, select the media type from the Paper type: drop-down list.</li> <li>5 Click OK.</li> </ul>	IP Color Laser Jet CMI 312 MIP Series PCL 6 Printing Preferences         Advanced Pipting Suswam         Page Rogics         Berge source         Automatically Select         Pager source         Automatically Select         Prefer type:         Unspecified         Vertice         Prefer type:         Development         Development         Development      <
		OK Cancel Apply





#### Print individual photos from memory card

How do I?	Steps to perform	
Print individual photos from memory card	<ol> <li>Insert the memory card into the product. The Photo Menu displays.</li> <li>Use the arrow buttons to select Easy Print and then press OK.</li> </ol>	Easy Print
	3 Use the arrow buttons to select <b>Individual photo</b> and then press <b>OK</b> .	Individual photo
	4 Use the arrow buttons or numeric keypad to make selections for each of the following menu items, and then press OK.	
	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.	[OK] to print



