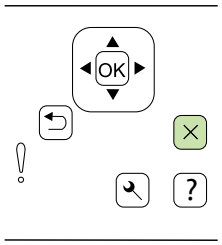
HP Color LaserJet CM2320 MFP Series – Print tasks

Cancel a print job

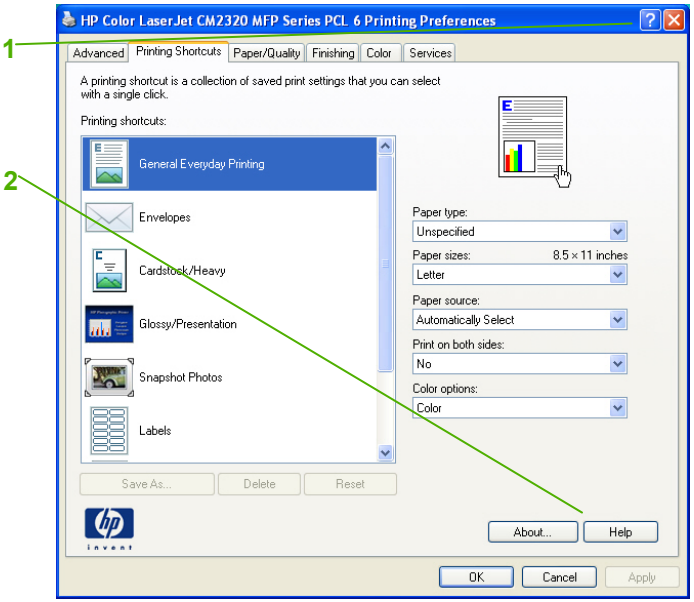
How do I?	Steps to perform
Cancel a print job from the product control panel **NOTE:** Pressing **Cancel** clears the job that the product is currently processing. If more than one process is running (for example, the product is printing a document while receiving a fax), pressing **Cancel** clears the process that currently appears on the product control panel.	To cancel the print job, press and release **Cancel** 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	If a print job is waiting in a print queue (computer memory) or print spooler, delete the job there. • **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**. • **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**. • **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**.

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Open the printer driver

How do I?	Steps to perform
Open the printer driver	On the **File** menu in the software program, click **Print**. Select the printer, and then click **Properties** or **Preferences**.
Get help for any printing option	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. 2 Or, click **Help** to open the online Help.

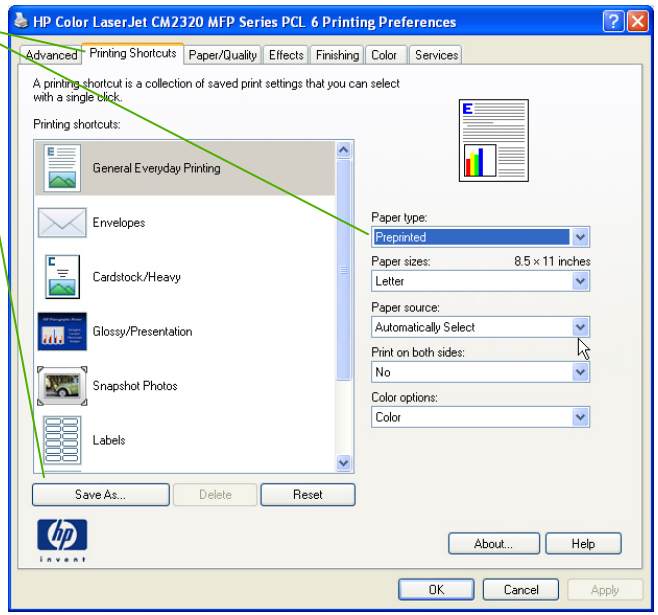


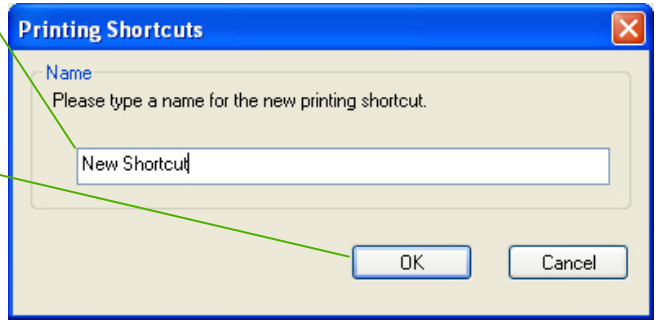
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HP Color LaserJet CM2320 MFP Series – Print tasks

Create and use printing shortcuts

How do I?	Steps to perform
Create a printing shortcut	1 On the **Printing Shortcuts** tab, select the print settings that you want to use. 2 Click **Save As**. 3 In the **Printing Shortcuts** box, type a name for the shortcut. 4 Click **OK**.

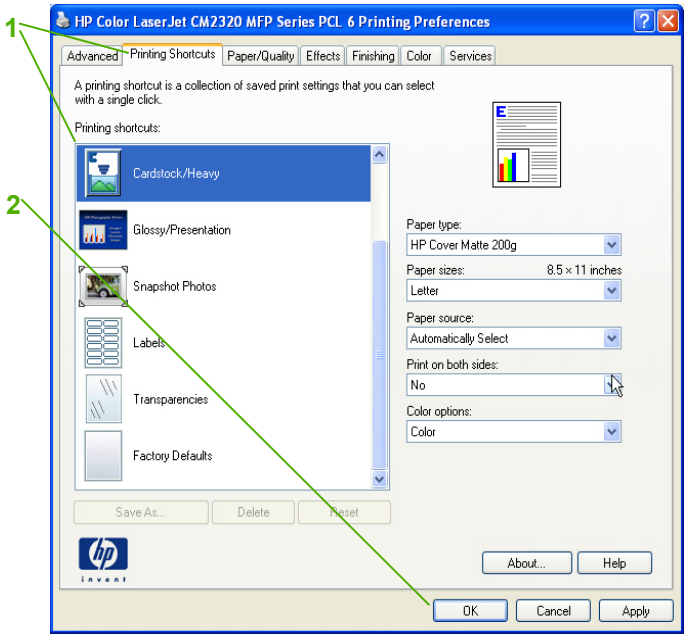




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HP Color LaserJet CM2320 MFP Series – Print tasks

How do I?	Steps to perform
Create and use printing shortcuts (continued) Use printing shortcuts	1 On the **Printing Shortcuts** tab, select the shortcut that you want to use from the **Printing shortcuts** box. 2 Click **OK**.

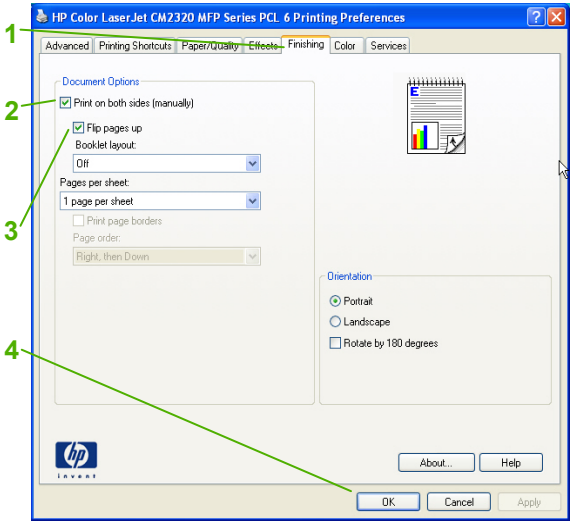


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HP Color LaserJet CM2320 MFP Series – Print tasks

Print on both sides (duplex)

How do I?	Steps to perform
Print on both sides (duplex) (Duplex models only)	1 To perform the following tasks, open the printer driver and click the **Finishing** tab. 2 Click **Print on both sides (manually)**. 3 If you will bind the document along the top edge, click **Flip pages up**. 4 Click **OK**.

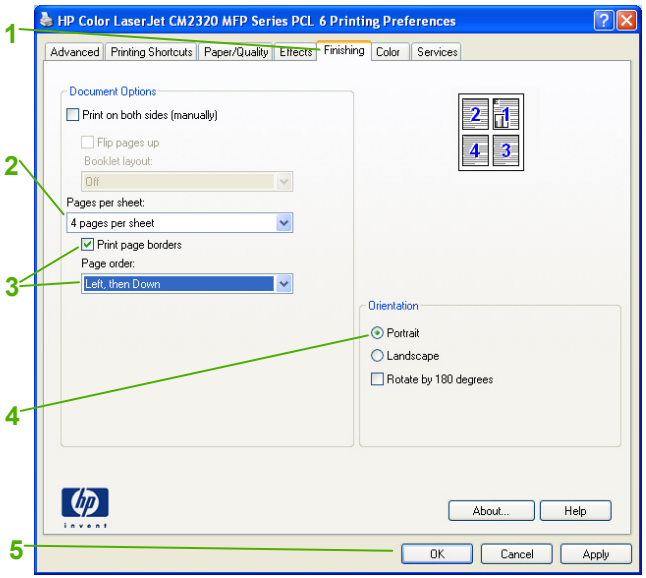


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HP Color LaserJet CM2320 MFP Series – Print tasks

Print multiple pages per sheet

How do I?	Steps to perform
Print multiple pages per sheet	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**.

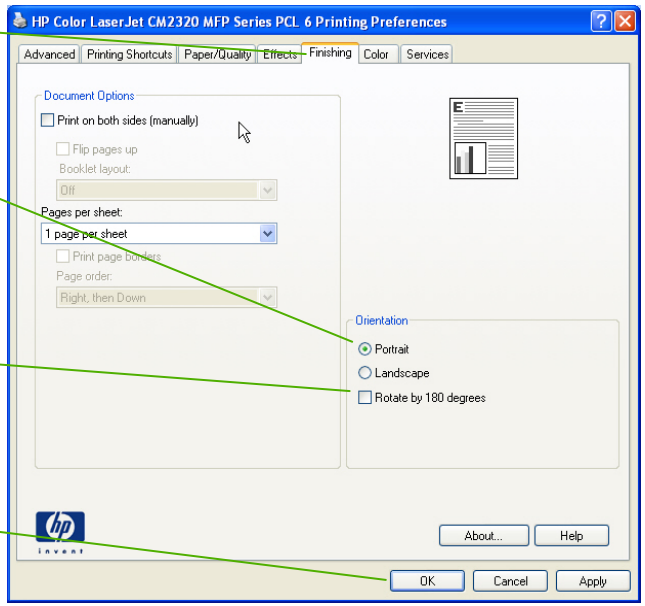


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HP Color LaserJet CM2320 MFP Series – Print tasks

Select page orientation

How do I?	Steps to perform
Select page orientation	1 Open the printer driver, and click the **Finishing** tab. 2 In the **Orientation** area, click **Portrait** or **Landscape**. 3 To print the page image upside down, click **Rotate by 180 degrees**. 4 Click **OK**.

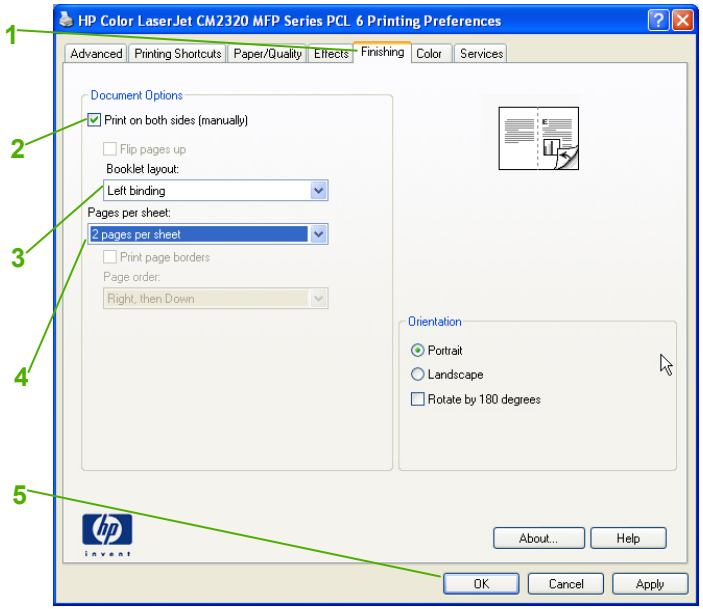


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HP Color LaserJet CM2320 MFP Series – Print tasks

Create a booklet

How do I?	Steps to perform
Create a booklet	1 Open the printer driver, and click the **Finishing** tab. 2 Click **Print on both sides (manually)**. 3 In the drop-down box for **Booklet layout**, select either **Left binding** or **Right binding**. 4 The **Pages per sheet** setting automatically changes to **2 pages per sheet**. 5 Click **OK**.

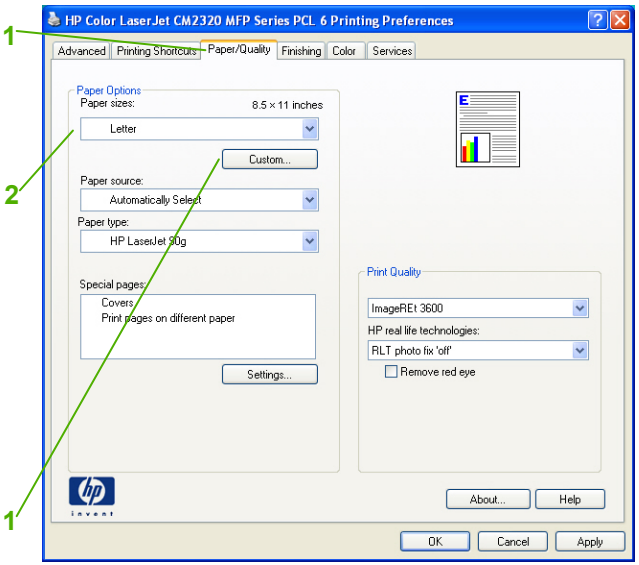


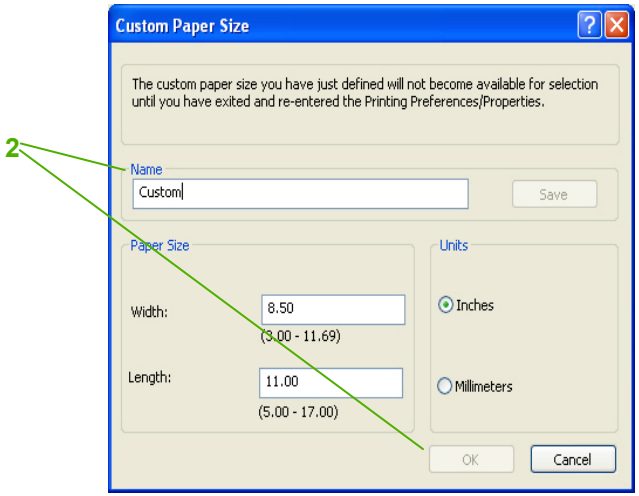
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HP Color LaserJet CM2320 MFP Series – Print tasks

Print on different page sizes

How do I?	Steps to perform
Select a page size	1 Open the printer driver, and click the **Paper/Quality** tab. 2 Select a size from the **Paper sizes** drop-down list.
Select a custom page size	1 Click **Custom**. The **Custom Paper Size** dialog box opens. 2 Type a name for the custom size, specify the dimensions, and click **OK**.



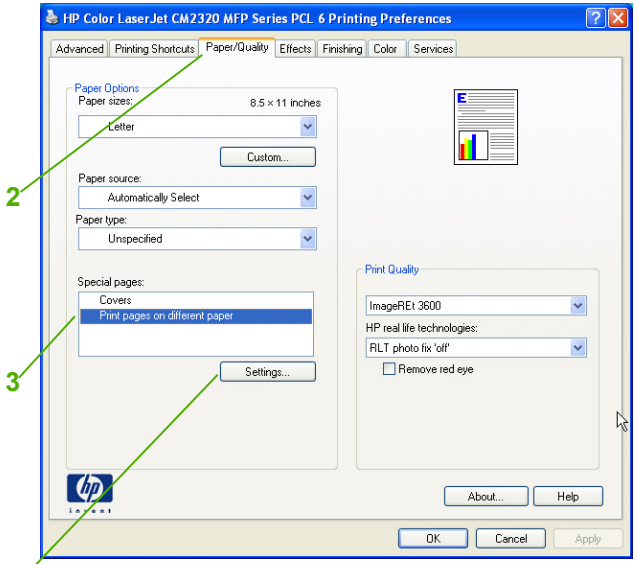


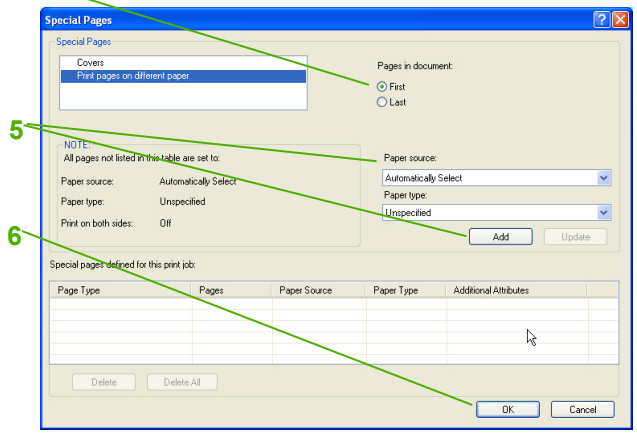
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Print on preprinted letterhead or forms

How do I?	Steps to perform
Print on preprinted letterhead or forms	1 At the product, load the paper the same way you would for printing on both sides. 2 Open the printer driver and click the **Paper Quality** tab. 3 In the **Special pages** section, select **Print pages on different paper**. 4 Click on **Settings**, select **First** or **Last**. 5 Select the correct **Paper source** and **Paper type**. Then click **Add**. 6 Click **OK** to close the tab. 7 Click **OK** to print.



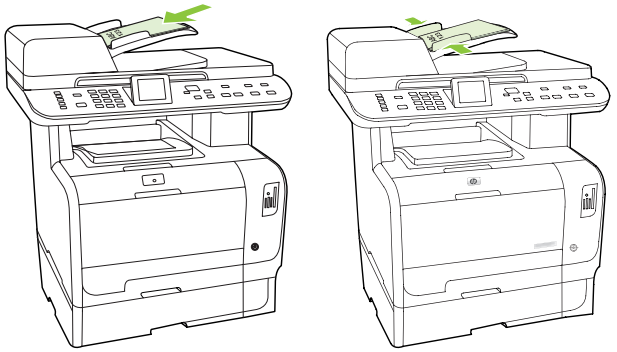


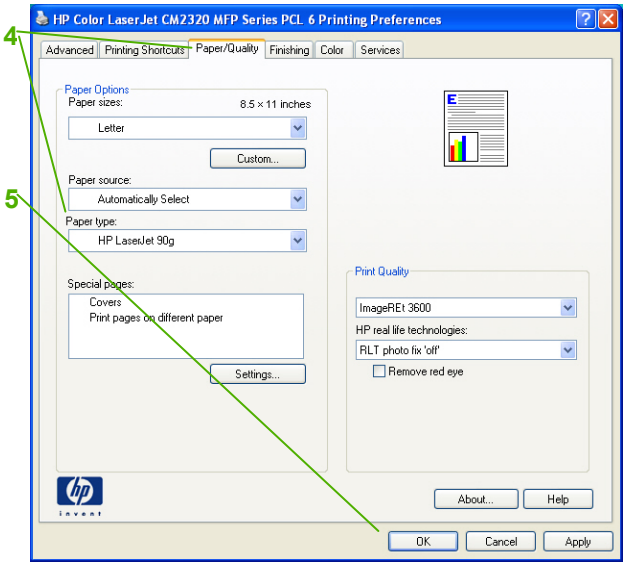
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HP Color LaserJet CM2320 MFP Series – Print tasks

Print on special paper, labels, or transparencies

How do I?	Steps to perform
Print on special paper, labels, or transparencies	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 **Paper/Quality** tab, select the media type from the **Paper type:** drop-down list. 5 Click **OK**.

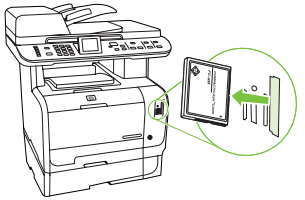
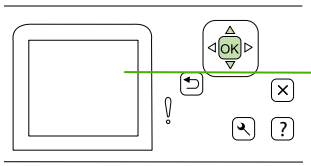
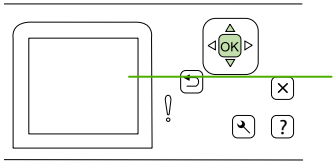
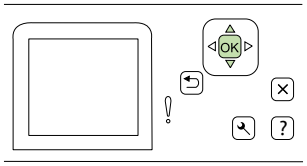
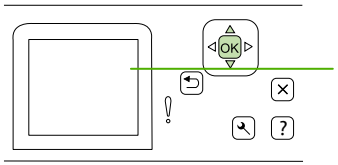




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Print individual photos from memory card

How do I?	Steps to perform
Print individual photos from memory card	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**. • 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 (0 to 99). 
	5 When the message **[OK] to print** appears on the control-panel display, press **OK**. 

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