





Cancel a print job

How do I?	Steps to perform
Stop the current print job from the control panel	<p>Press the Cancel button  on the control panel.</p> 
Stop the current print job from the software program	<p>When you send the print job, a dialog box appears briefly on the screen, giving you the option to cancel the print job.</p> <p>If a print job is waiting in a print queue or print spooler, delete the print job there.</p> <ol style="list-style-type: none">1 Windows XP and Windows Server 2003 (using the default Start menu view): Click Start, click Settings, and then click Printers and Faxes.-or-Windows 2000, Windows XP, and Windows Server 2003 (using the Classic Start menu view): Click Start, click Settings, and then click Printers.-or-Windows Vista: Click Start, click Control Panel, and then in the category for Hardware and Sound click Printer. <ol style="list-style-type: none">2 In the list of printers, double-click the name of this product to open the print queue or spooler.3 Select the print job that you want to cancel, and then press Delete.



HP LaserJet P2050 Series Printer – Print tasks



Open the printer driver

How do I?

Open the printer driver

Get help for any printing option

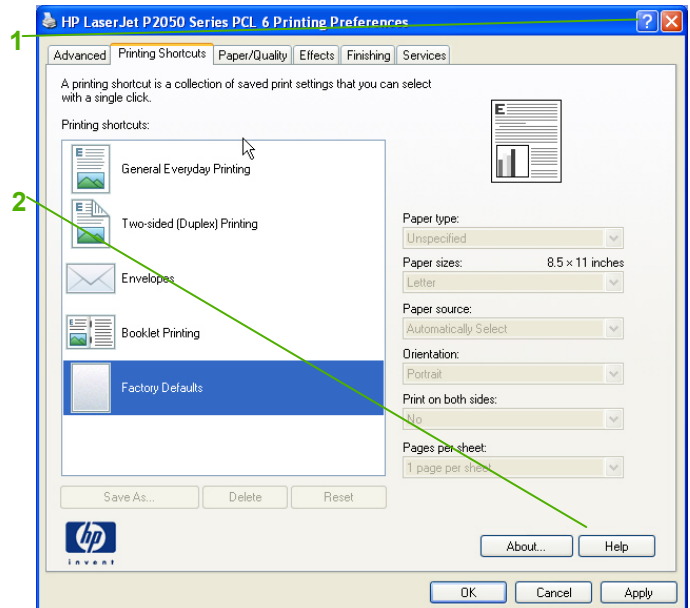
Steps to perform

On the **File** menu in the software program, click **Print**. Select the printer, and then click **Properties** or **Preferences**.

- 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.

-or-

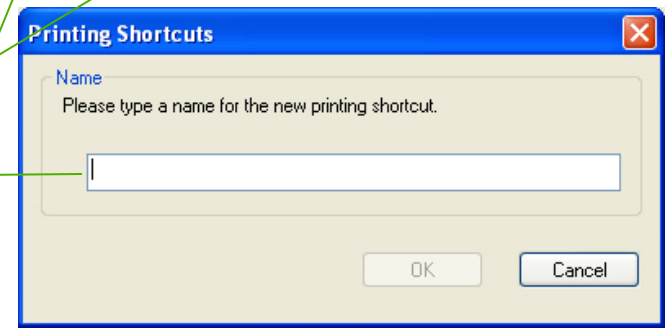
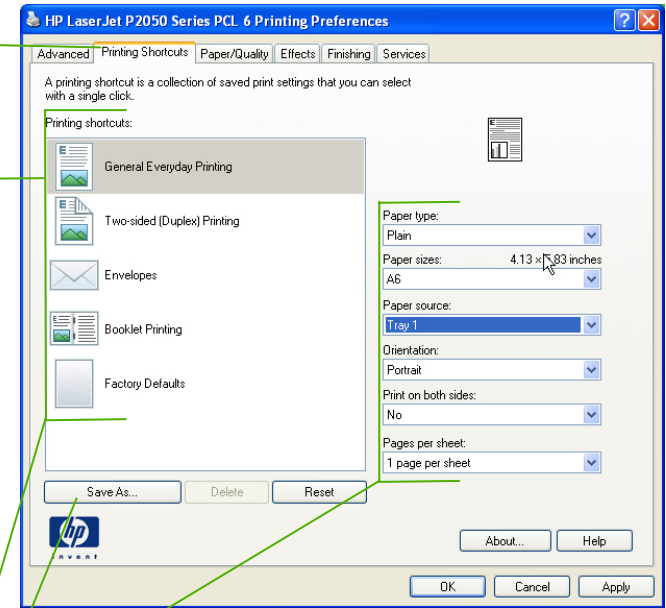
- 2 Click **Help** to open the online Help.





Use Shortcuts

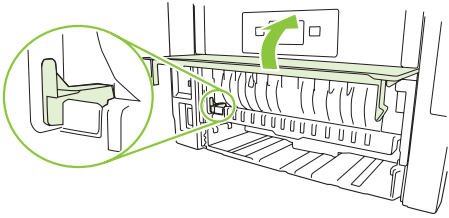
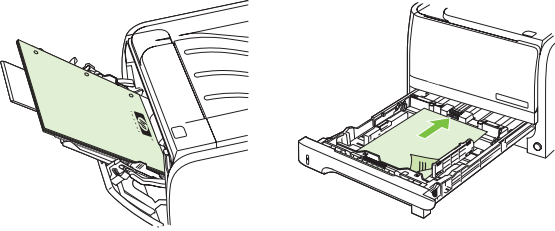
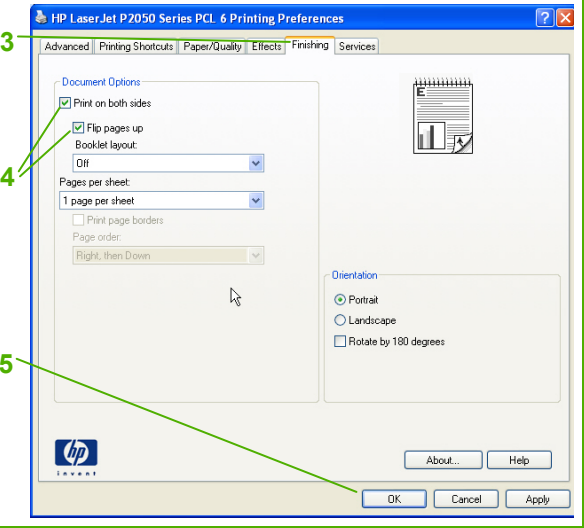
How do I?	Steps to perform
<p>Create and use Printing Shortcuts</p>	<ol style="list-style-type: none"> 1 Open the printer driver and click the Printing Shortcuts tab.
<p>Use a printing shortcut</p>	<ol style="list-style-type: none"> 2 Select one of the shortcuts, and then click OK to print the job with the predefined settings.
<p>Create a custom printing shortcut</p>	<ol style="list-style-type: none"> 1 Select an existing shortcut as a base. 2 Select the print options for the new shortcut, and then click Save As. 3 Type a name for the shortcut, and click OK.



HP LaserJet P2050 Series Printer – Print tasks



Print on both sides (Duplex)

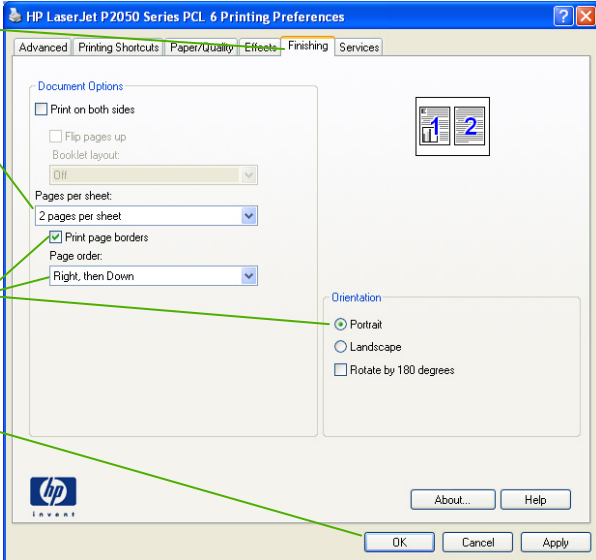
How do I?	Steps to perform
<p>Print on both sides (Duplex)</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1423 526">1 Set the product for the correct width of paper that you are using. At the back of the product, lift the duplex jam release door, and locate the blue paper-width selection lever.<ul style="list-style-type: none"><li data-bbox="783 448 1312 475">• Letter and Legal-size paper: Push the lever in.<li data-bbox="783 499 1157 526">• A4-size paper: Pull the lever out.<li data-bbox="730 611 1423 842">2 Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper such as letterhead, load it in one of the following ways:<ul style="list-style-type: none"><li data-bbox="783 707 1409 762">• For Tray 1, load the letterhead paper face-up with the top edge feeding into the product first.<li data-bbox="783 786 1375 842">• For all other trays, load the letterhead paper facedown with the top edge at the front of the tray.<li data-bbox="730 866 1304 893">3 Open the printer driver and click the Finishing tab.<li data-bbox="730 1050 1423 1106">4 Click Print on both sides. If you will bind the document along the top edge, click Flip Pages Up.<li data-bbox="730 1233 1136 1260">5 Click the OK button to print the job.



HP LaserJet P2050 Series Printer – Print tasks



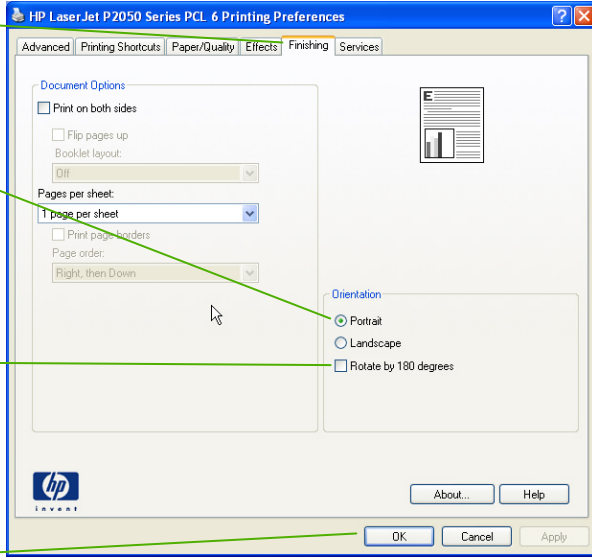
Print multiple pages per sheet

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 Select the number of pages per sheet from the Pages per sheet drop-down list.3 Select the correct options for Print page borders, Page order, and Orientation.4 Click OK.	





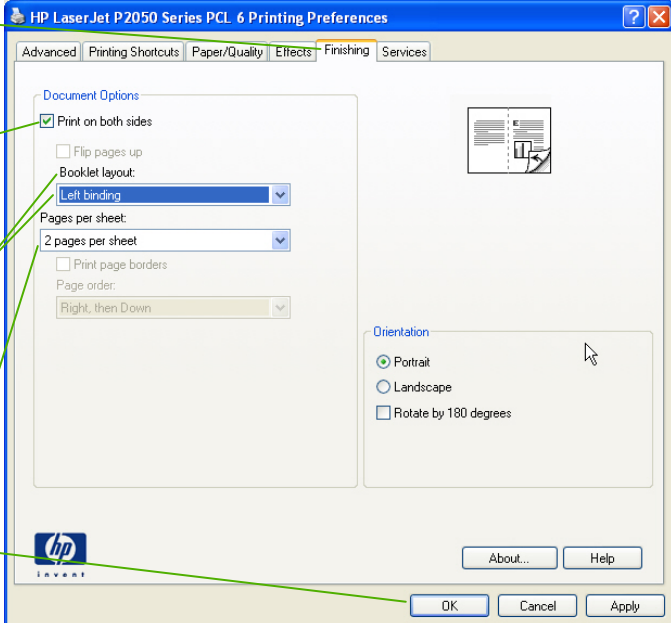
Select page orientation

How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="730 347 1312 379">1 Open the printer driver, and click the Finishing tab.<li data-bbox="730 531 1199 587">2 In the Orientation area, click Portrait or Landscape.<li data-bbox="730 715 1304 770">3 To print the page image upside down, click Rotate by 180 degrees.<li data-bbox="730 898 869 930">4 Click OK.  <p>The screenshot shows the 'HP LaserJet P2050 Series PCL 6 Printing Preferences' dialog box with the 'Finishing' tab selected. The 'Orientation' section has 'Portrait' selected with a radio button. The 'Rotate by 180 degrees' checkbox is also visible. Numbered callouts 1 through 4 point to the window title bar, the Orientation section, the Rotate by 180 degrees checkbox, 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="703 347 1239 399">1 Open the printer driver, and click the Finishing tab.<li data-bbox="703 486 1018 510">2 Click Print on both sides.<li data-bbox="703 630 1228 678">3 In the Booklet layout dropdown list, click Left binding or Right binding.<li data-bbox="703 766 1186 813">4 The Pages per sheet option automatically changes to 2 pages per sheet.<li data-bbox="703 901 840 925">5 Click OK. 

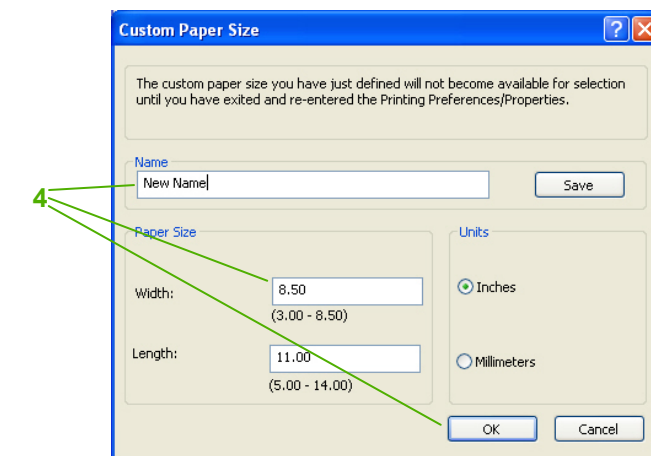
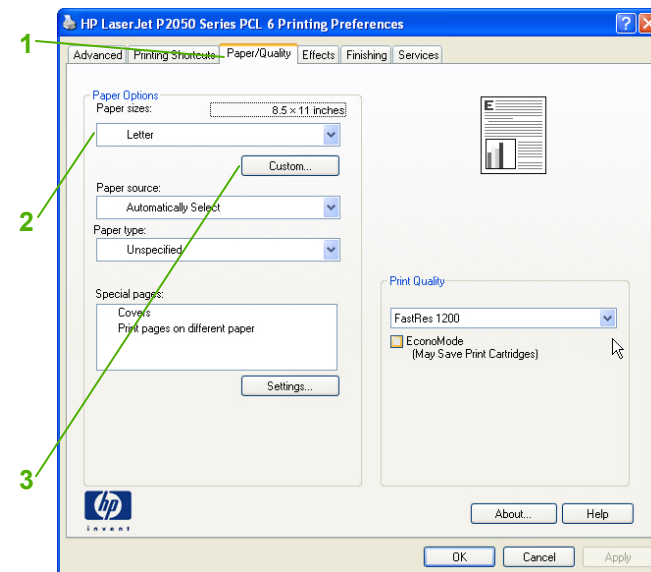


HP LaserJet P2050 Series Printer – Print tasks



Print on different page sizes

How do I?	Steps to perform
Select a page size	<ol style="list-style-type: none"><li data-bbox="676 347 1323 375">1 Open the printer driver, and click the Paper/Quality tab.<li data-bbox="676 550 1323 577">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="676 845 1323 901">3 Click Custom. The Custom Paper Size dialog box opens.<li data-bbox="676 1117 1323 1173">4 Type a name for the custom size, specify the dimensions, and click OK.

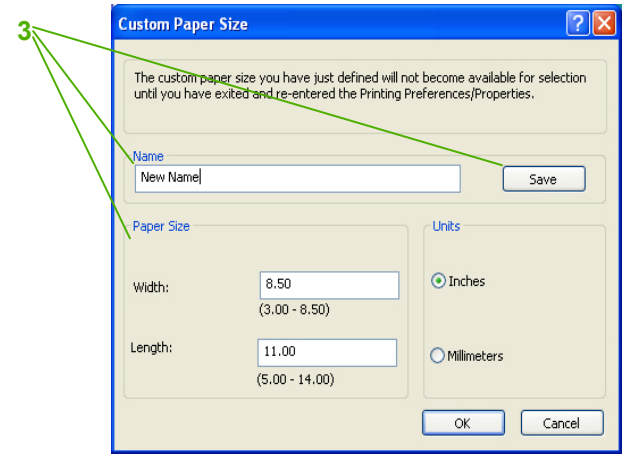
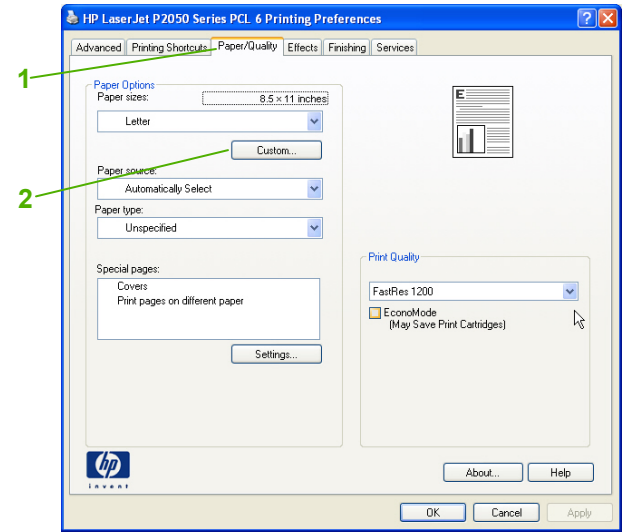


HP LaserJet P2050 Series Printer – Print tasks



Print on different page sizes

How do I?	Steps to perform
Select a page size	<ol style="list-style-type: none"><li data-bbox="730 347 1318 403">1 Open the printer driver, and click the Paper/Quality tab.
Create a custom page size	<ol style="list-style-type: none"><li data-bbox="730 619 1318 675">2 Click Custom. The Custom Paper Size dialog box opens.<li data-bbox="730 895 1318 951">3 Type a name for the custom size, specify the dimensions, and click Save.





Print on preprinted letterhead or forms

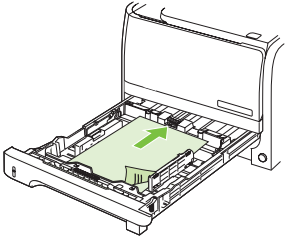
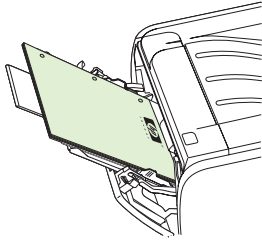
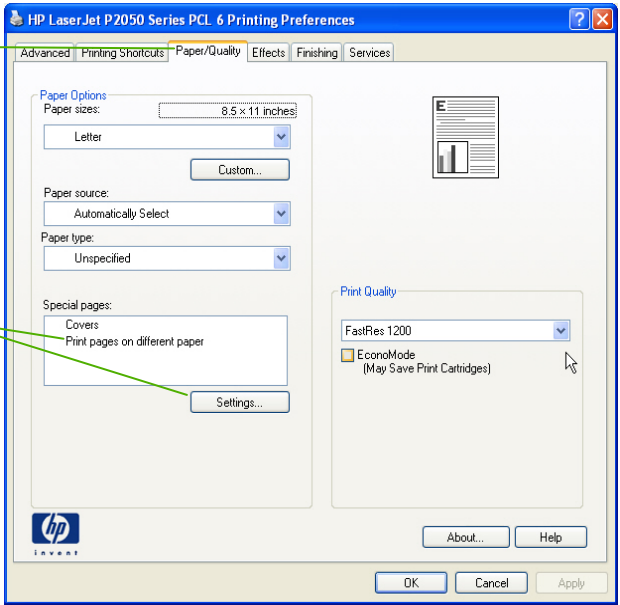
How do I?	Steps to perform
<p data-bbox="86 375 640 411">Print on preprinted letterhead or forms</p> <p data-bbox="86 470 672 523">NOTE: To obtain best results, select the correct paper size and type in the printer driver before printing.</p>	<ol style="list-style-type: none"><li data-bbox="703 347 1333 406">1 Load media input tray. Use only letterhead or preprinted forms approved for use in laser printers. Tray 1<ul style="list-style-type: none"><li data-bbox="745 462 871 486">• Face-up<li data-bbox="745 502 1144 534">• Top edge leading into the productTray 2<ul style="list-style-type: none"><li data-bbox="745 606 903 630">• Face down<li data-bbox="745 646 1123 678">• Top edge at the front of the tray<li data-bbox="703 766 1333 798">2 Open the printer driver and click the Paper/Quality tab.<li data-bbox="703 909 1333 941">3 Select Preprinted from the Paper type drop-down list.<li data-bbox="703 1053 840 1085">4 Click OK. <div data-bbox="1354 343 1984 614"></div> <div data-bbox="1375 758 1984 1332"></div>



HP LaserJet P2050 Series Printer – Print tasks



Print on special paper, labels, or transparencies

How do I?	Steps to perform
<p data-bbox="86 395 552 467">Print on special paper, labels, or transparencies</p> <p data-bbox="86 515 667 571">NOTE: For best results, use only HP-brand paper and print media designed for laser printers or multiuse.</p> <p data-bbox="86 762 646 818">NOTE: Be sure to set the type and size in your print driver to obtain the best print results.</p>	<ol style="list-style-type: none"><li data-bbox="709 371 1150 627">1 Load input tray. Tray 1 – Face up Top edge leading into the product first -or- All other trays Top edge at the front of the tray<li data-bbox="709 762 1325 794">2 Open the printer driver and click the Paper/Quality tab.<li data-bbox="709 1050 1255 1106">3 In the Special pages area, click Print pages on different paper, and then click Settings. <div data-bbox="1360 387 2007 627"></div> <div data-bbox="1360 762 2007 1369"></div>



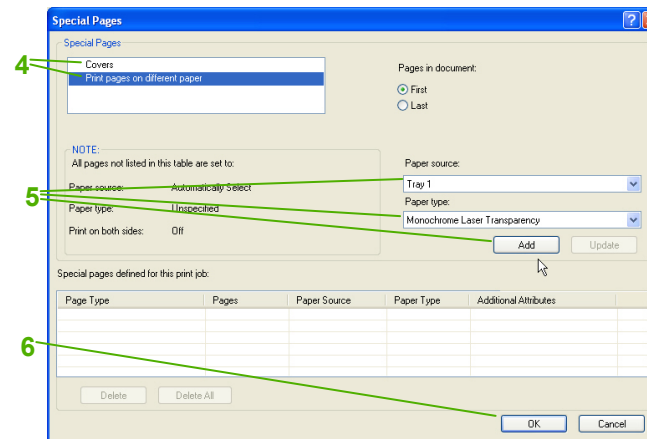


How do I?

Steps to perform

Print on special paper, labels, or transparencies (continued)

- 4 Select an option to print a blank or preprinted front cover, back cover, or both.
-or-
Select an option to print the first or last page on different paper.
- 5 Select options from the **Paper source** and **Paper type** drop-down lists, and then click **Add**.
- 6 Click **OK**.



HP LaserJet P2050 Series Printer – Print tasks



Print a different first or last page

How do I?

Steps to perform

Use different paper and print covers

- 1 Open the printer driver, and click the **Paper/Quality** tab.
- 2 In the **Special pages** area, click **Covers** or **Print pages on different paper**, and then click **Settings**.
- 3 Select an option to print a blank or preprinted front cover, back cover, or both.
-or-
Select an option to print the first or last page on different paper.
- 4 Select options from the **Paper source:** and **Paper type:** drop-down lists, and then click **Add**.
- 5 Click **OK**.

