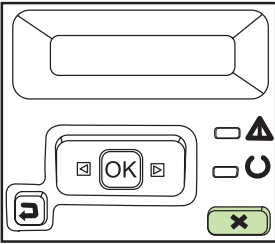


HP Color LaserJet CP2020 Series Printer – Print tasks



Cancel a print job

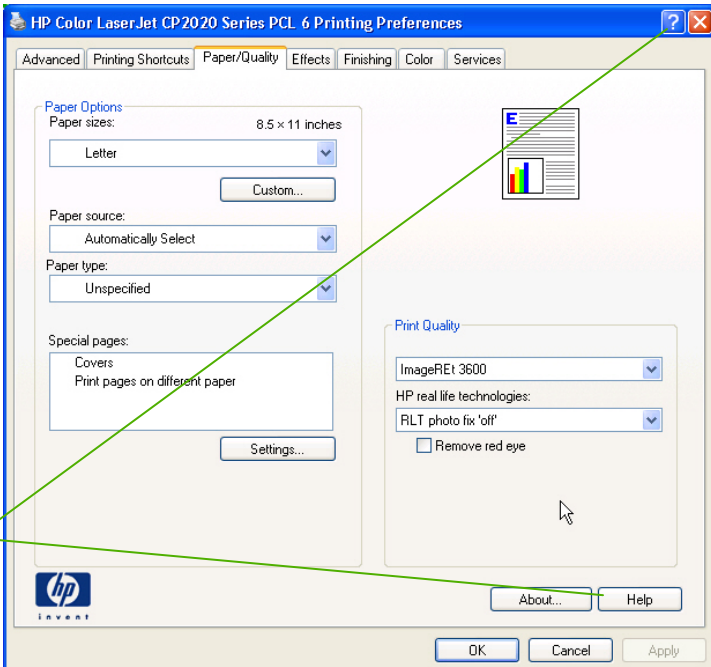
How do I?	Steps to perform
Cancel a print job from the product control panel	<p>Press the Cancel Job (X) button on the control panel.</p> <p>NOTE: If the print job has proceeded too far, you might not have the option to cancel it.</p> 
Cancel a print job from the software program	<p>A dialog box might appear briefly on the screen, giving you the option to cancel the print job.</p> <p>If several requests have been sent to the product through your software, they might be waiting in a print queue (for example, in Windows Print Manager). See the software documentation for specific instructions about canceling a print request from the computer.</p> <p>If a print job is waiting in a print queue (computer memory) or print spooler (Windows 2000, XP, or Vista), delete the print job there.</p>
Cancel a print job from the Windows print queue	<p>For Windows 2000, Windows XP, or Windows Vista, click Start and then click Printers and Faxes; or click Start, click Control Panel, and then click Printers and Faxes. Double-click the printer icon to open the print spooler. Select the print job that you want to cancel, and then press Cancel or Delete under the Document menu. If the print job is not canceled, you might need to shut down and restart the computer.</p>



HP Color LaserJet CP2020 Series Printer – Print tasks



Open the printer driver

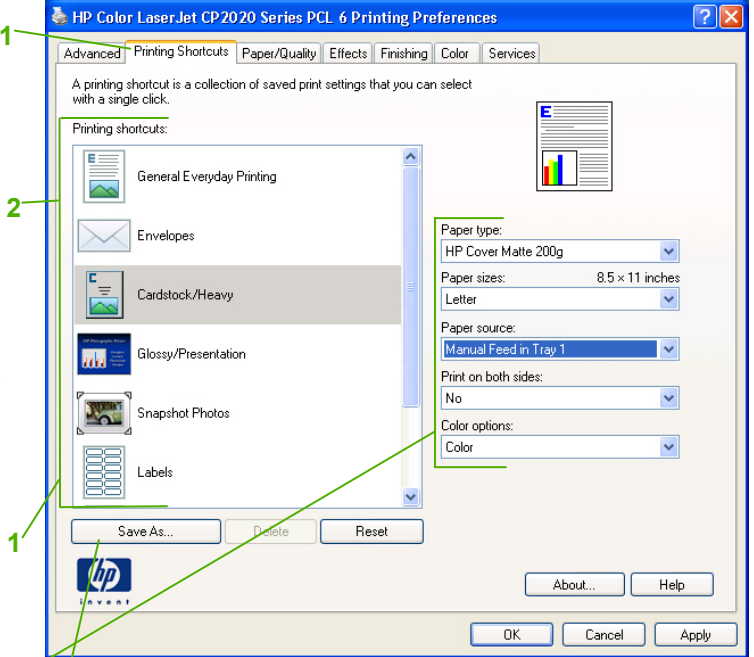
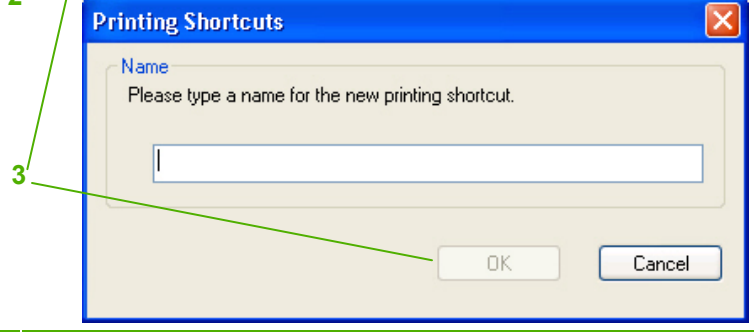
How do I?	Steps to perform
<p data-bbox="86 375 420 411">Open the printer driver</p> <p data-bbox="86 885 535 922">Get help for any printing option</p>	<ol data-bbox="672 343 1218 582" style="list-style-type: none">1 On the File menu in the software program, click Print. 2 Select the printer, and then click Properties or Preferences. <p data-bbox="703 853 1249 997">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, click Help to open the online Help.</p> 



HP Color LaserJet CP2020 Series Printer – Print tasks



Use printing shortcuts

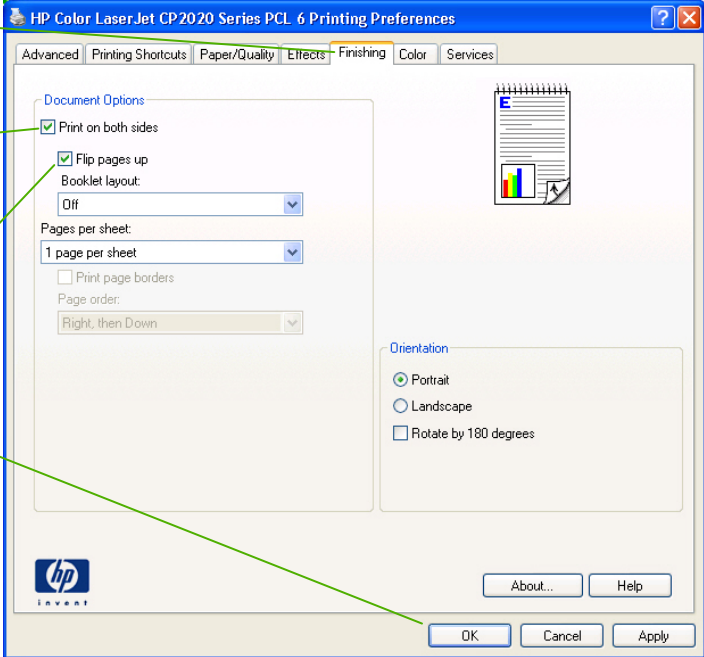
How do I?	Steps to perform
Use a printing shortcut	<ol style="list-style-type: none"><li data-bbox="653 331 1163 384">1 Open the printer driver and click the Printing Shortcuts tab.<li data-bbox="653 512 974 539">2 Select one of the shortcuts,<li data-bbox="653 687 1241 715">3 Click OK to print the job with the predefined settings. 
Create a custom printing shortcut	<ol style="list-style-type: none"><li data-bbox="653 874 1079 901">1 Select an existing shortcut as a base.<li data-bbox="653 1018 1150 1045">2 Select the print options for the new shortcut.<li data-bbox="653 1193 1199 1246">3 Click Save As, type a name for the shortcut, and click OK. 



HP Color LaserJet CP2020 Series Printer – Print tasks



Print on both sides (duplex)

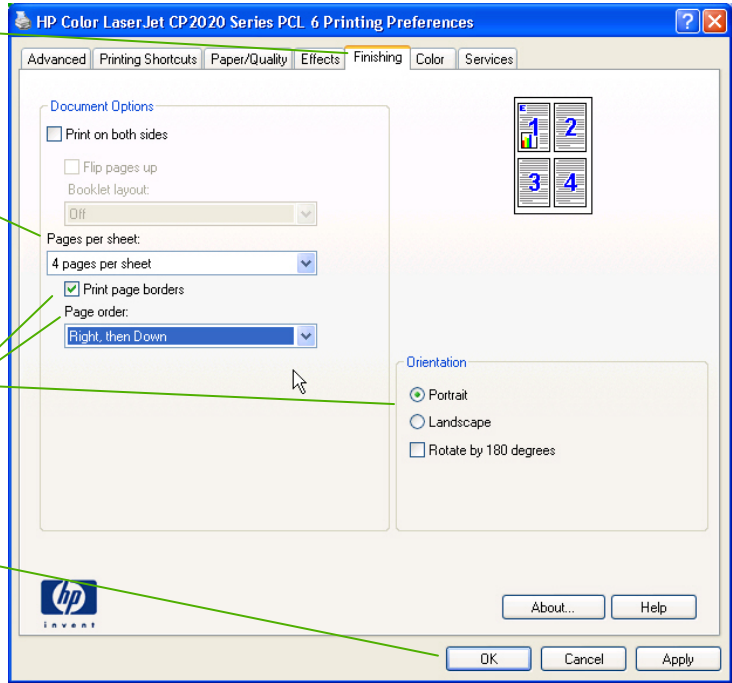
How do I?	Steps to perform
Print on both sides (duplex)	<ol style="list-style-type: none"><li data-bbox="625 347 1197 375">1 Open the printer driver and click the Finishing tab.<li data-bbox="625 486 940 513">2 Click Print on both sides.<li data-bbox="625 625 1171 681">3 If you will bind the document along the top edge, click Flip pages up.<li data-bbox="625 778 760 805">4 Click OK.  <p>The screenshot shows the 'HP Color LaserJet CP2020 Series PCL 6 Printing Preferences' dialog box with the 'Finishing' tab selected. The 'Document Options' section has the following settings: 'Print on both sides' is checked, 'Flip pages up' is checked, 'Booklet layout' is set to 'Off', 'Pages per sheet' is set to '1 page per sheet', 'Print page borders' is unchecked, and 'Page order' is set to 'Right, then Down'. The 'Orientation' section has 'Portrait' selected, 'Landscape' is unselected, and 'Rotate by 180 degrees' is unselected. The 'OK' button is highlighted with a green box and a line pointing to step 4.</p>



HP Color LaserJet CP2020 Series Printer – Print tasks



Print multiple pages per sheet

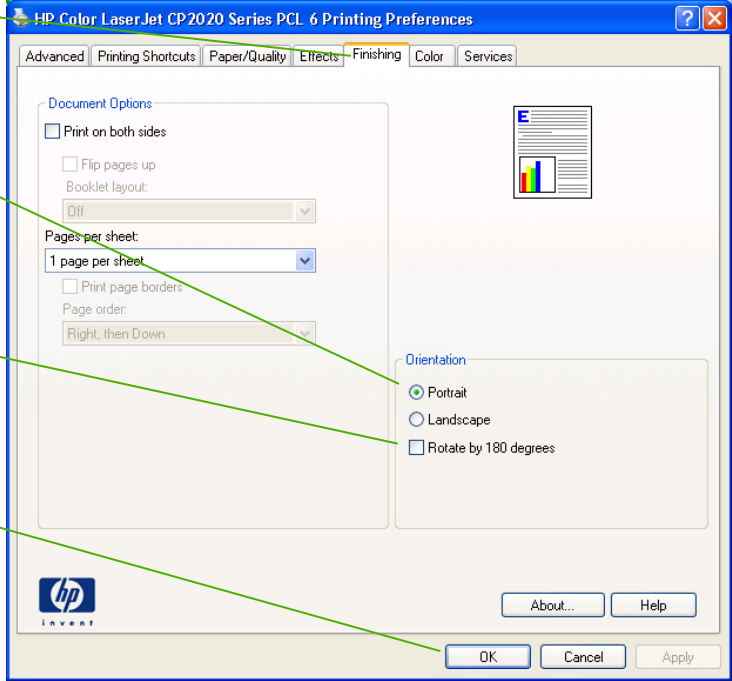
How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none"><li data-bbox="617 341 1199 368">1 Open the printer driver and click the Finishing tab.<li data-bbox="617 528 1157 580">2 Select the number of pages per sheet from the Pages per sheet: drop-down list.<li data-bbox="617 711 1192 764">3 Select the correct options for Print page borders, Page order., and Orientation.<li data-bbox="617 895 764 922">4 Click OK. 



HP Color LaserJet CP2020 Series Printer – Print tasks



Select page orientation

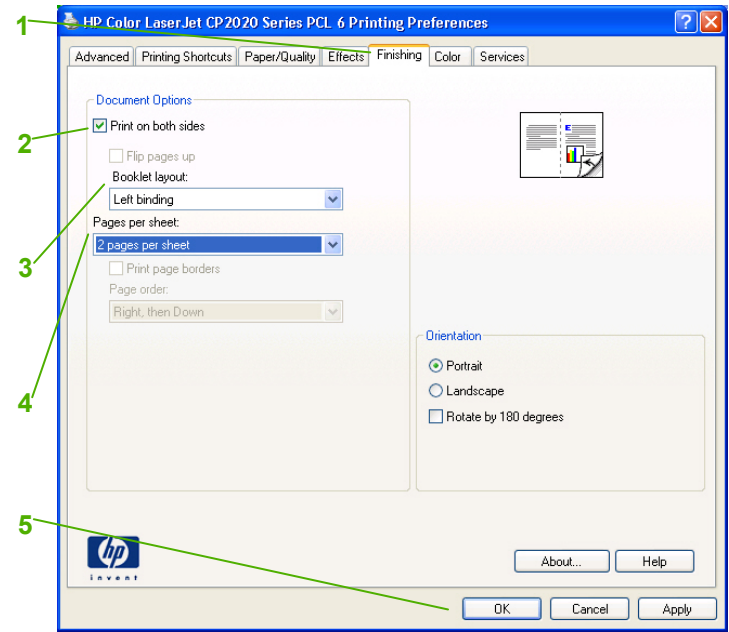
How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="674 347 1218 403">1 Open the printer driver, and click the Finishing tab.<li data-bbox="674 528 1140 584">2 In the Orientation area, click Portrait or Landscape.<li data-bbox="674 703 1167 759">3 To print the page image upside down, click Rotated by 180 degrees.<li data-bbox="674 879 814 903">4 Click OK. 





Create a booklet

How do I?	Steps to perform
Create a booklet	<ol style="list-style-type: none"><li data-bbox="667 368 1199 424">1 Open the printer driver, and click the Finishing tab.<li data-bbox="667 496 982 520">2 Click Print on both sides.<li data-bbox="667 624 1192 679">3 In the Booklet layout dropdown list, click Left binding or Right binding.<li data-bbox="667 751 1150 807">4 The Pages per sheet option automatically changes to 2 pages per sheet.<li data-bbox="667 879 800 903">5 Click OK.<li data-bbox="667 1007 905 1031">6 Print the document.

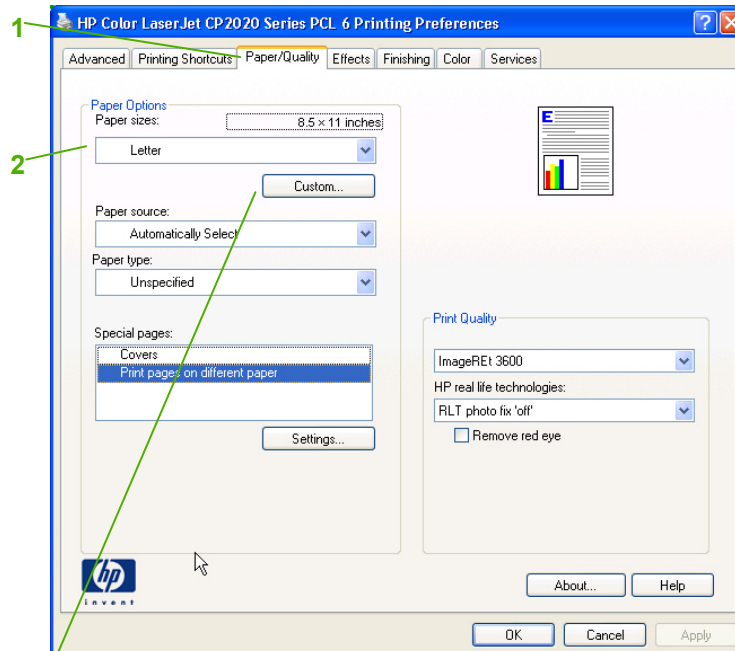


HP Color LaserJet CP2020 Series Printer – Print tasks



Print on different page sizes

How do I?	Steps to perform
<p>Select a page size</p>	<ol style="list-style-type: none"><li data-bbox="663 331 1087 384">1 Open the printer driver, and click the Paper/Quality tab.<li data-bbox="663 475 1087 496">2 Select a size from the drop-down list.
<p>Select a custom page size</p>	<ol style="list-style-type: none"><li data-bbox="663 1050 1230 1102">1 Click Custom. The Custom Paper Size dialog box opens.



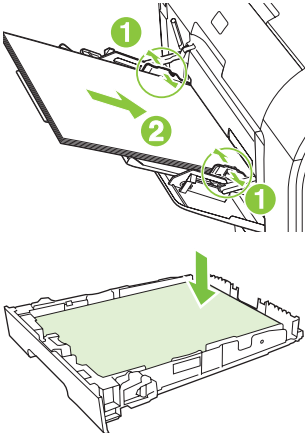
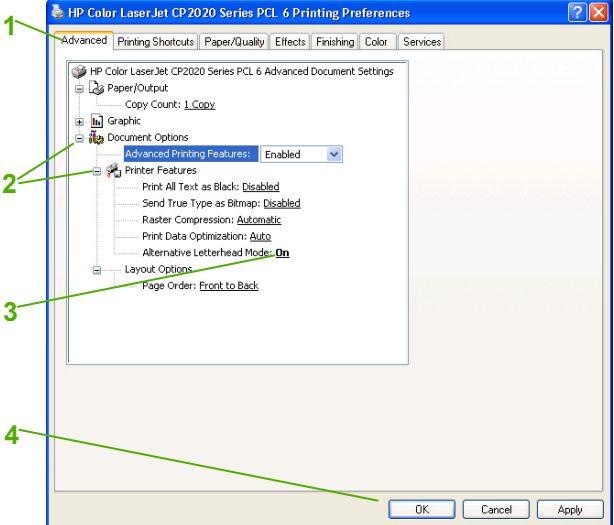


How do I?	Steps to perform
Select a custom page size (continued)	<p data-bbox="663 272 1176 328">2 Type a name for the custom size, specify the dimensions,</p> <p data-bbox="663 560 800 584">3 Click OK.</p> <div data-bbox="1297 272 1980 831"></div>





Print on letterhead and preprinted paper

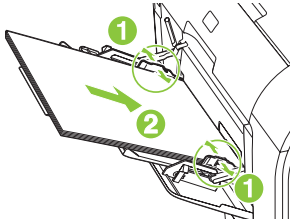
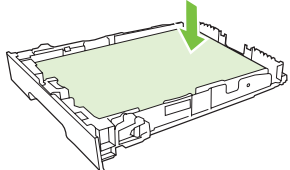
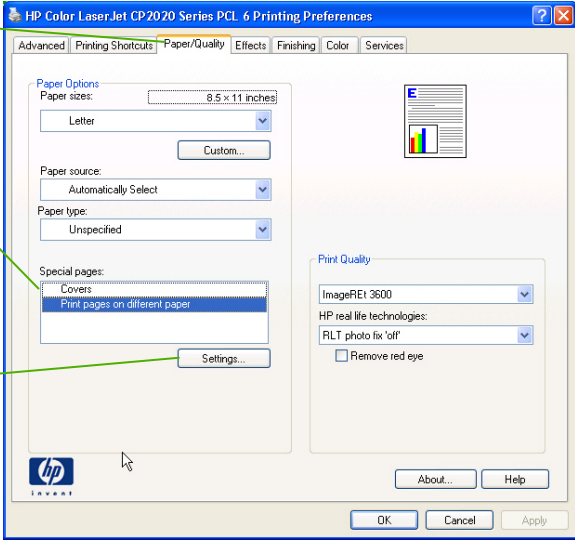
How do I?	Steps to perform
<p>Print on letterhead and preprinted paper</p>	<p>Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page.</p> <p>Load tray 1 Place the media into tray 1 with the side to be printed on face-up and the top toward the product.</p> <p>Load tray 3 or 4 Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper.</p> <ol style="list-style-type: none">1 Open the printer driver and click the Advanced tab.2 Open the Document Options section, and then open the Printer Features section.3 In the Alternative Letterhead Mode drop-down list, select On.4 Click OK.  



HP Color LaserJet CP2020 Series Printer – Print tasks



Print on special media

How do I?	Steps to perform
Print on special media	<p>Load tray 1 Place the media into tray 1 with the side to be printed on face-up and the top toward the product.</p> <p>Load tray 3 or 4 Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper.</p> <ol style="list-style-type: none">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,3 Click Settings.   





How do I?	Steps to perform
<p>Print on special media (continued)</p>	<p>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.</p> <p>5 Select options from the Paper source: and Paper type: drop-down lists, and then click Add.</p> <p>6 Click OK.</p>

