

Cancel a print job

How do I?	Steps to perform
Cancel a print job from the product control panel	Press the Cancel Job (X) button on the control panel. NOTE: If the print job has proceeded too far, you might not have the option to cancel it.
Cancel a print job from the software program	A dialog box might appear briefly on the screen, giving you the option to cancel the print job. 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. 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.
Cancel a print job from the Windows print queue	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.





Open the printer driver

How do I?	Steps to perform	
Open the printer driver	1 On the File menu in the software program, click Print .	HP Color Laser.Jet CP2020 Series PCL 6 Printing Preferences
	 Select the printer, and then click Properties or Preferences. 	Paper Options Paper sizes: 8.5 × 11 inches Letter Custom Paper source: Automatically Select Paper type: Unspecified
Get help for any printing option	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.	Special pages: Print Quality Covers ImageREt 3600 Print pages on different paper HP real life technologies: RLT photo fix 'off' ImageRet account offerent paper Settings Remove red eye Mout Help Covers Mout Help DK





Use printing shortcuts

How do I?	Steps to perform	
Use a printing shortcut	1 Open the printer driver and click the Printing Shortcuts tab.	HP Color Laser Jet CP2020 Series PCL 6 Printing Preferences
	2 Select one of the shortcuts, 2	A printing shortcut is a collection of saved print settings that you can select with a single click. Printing shortcuts:
	3 Click OK to print the job with the predefined settings.	Constant Process Image: C
Create a custom printing shortcut	1 Select an existing shortcut as a base. 1	Save As Defete Reset About Help OK Cancel Apply
	2 Select the print options for the new shortcut. 2	Printing Shortcuts
	 Click Save As, type a name for the shortcut, and click OK. 	Please type a name for the new printing shortcut.





Print on both sides (duplex)

How do I?	Steps to perform			
Drint on both cideo (dunlou)	1 Open the printer driver and click the Finishing tab	· 1	🞍 HP Color LaserJet CP2020 Series PCL 6 Printing	Preferences
Print on both sides (duplex)	2 Click Print on both sides.	2	Advanced Printing Shortcuts Paper/Quality Effects Finish Document Options Print on both sides File pages up Booklet layout: Off Pages per sheet:	ing Color Services
	3 If you will bind the document along the top edge, click Flip pages up.	3	1 page per sheet Print page borders Page order: Right, then Down	Orientation
	4 Click OK.	4		Rotate by 180 degrees
				About Help OK Cancel Apply





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. 1 HP Color LaserJet CP2020 Series PCL 6 Printing Preferences ?X
	 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	1 Open the printer driver, and click the Finishing 1 - HP Color Laser Jet CP2020 Series PCL 6 Printing Preferences tab.	? 🗙
	 2 In the Orientation area, click Portrait or Landscape. 2 In the Orientation area, click Portrait or Landscape. 2 Off Pagesper sheet: Page borders Page order: Pint page borders Page order: 	
	3 To print the page image upside down, click Rotated by 180 degrees.	
	4 Click OK.	φply





Create a booklet

How do I?	Steps to perform	
Create a booklet	1 Open the printer driver, and click the Finishing tab.	Advanced Printing Shortcuts Paper/Quality Effects Finishing Color Services
	2 Click Print on both sides.	2 Document Options Print on both sides Flip pages up Booklet layout: Left binding Pages per sheet:
	3 In the Booklet layout dropdown list, click Left binding or Right binding.	3 Pint page borders Page order: Right, then Down
	4 The Pages per sheet option automatically changes to 2 pages per sheet .	Landscape
	5 Click OK.	5 About Help OK Cancel Apply
	6 Print the document.	





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 drop-down list. 2 Paper succe: Paper succe: Paper tource: Paper tource: About Help
Select a custom page size	OK Cancel Apply 1 Click Custom. The Custom Paper Size dialog box 1 opens.





How do I? S	Steps to perform		
Select a custom page size (continued)	 2 Type a name for the custom size, specify the dimensions, 3 Click OK. 	2	Custom Paper Size The 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 Save Paper Size Units (3.00 - 8.50) Inches Length: 14:90 (5.00 - 14.00) OK



Print on letterhead and preprinted paper

How do I?	Steps to perform	
Print on letterhead and preprinted paper	Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page. Load tray 1 Place the media into tray 1 with the side to be printed on face-up and the top toward the product.	
	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.	A CONTRACTOR OF THE OWNER
	1 Open the printer driver and click the Advanced tab.	HP Color LaserJet CP2020 Series PCL 6 Printing Preferences Advanced Printing Shotcuts Paper/Quality Effects Finishing Color Services HP Color LaserJet CP2020 Series PCL 6 Advanced Document Settings Dependence PCL 6 Advanced Document Settings Copy Count: LCopy
	2 Open the Document Options section, and then open the Printer Features section.	2 3 3 3 3 3 3 3 3 3 3 3 3 3
	3 In the Alternative Letterhead Mode drop-down list, select On.	B Lavout Options Page Order: Front to Back
	4 Click OK.	4 OK Cancel Apply





Print on special media

How do I?	Steps to perform	
Print on special media	Load tray 1 Place the media into tray 1 with the side to be printed on face-up and the top toward the product.	
	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.	
	1 Open the printer driver and click the Paper/Quality tab.	HP Color Laser Jet CP2020 Series PCL 6 Printing Preferences Advanced Printing Shortcuts Paper/Quality Effects Friting Color Services
	 2 In the Special pages: area, click Covers or Print pages on different paper, 3 Click Settings. 	Paper Options 9.5 x 11 Inches Paper Succe: Custom Paper source: Automatically Select Automatically Select V Paper specified V Special pages: Overs Print Quality ImageRE1 3800 Print Select V Special pages: Overs Print pages on different pager First Quality Settings Settings
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How do I?	Steps to perform	
Print on special media (continued)	 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. 	2×
	 5 Select options from the Paper source: and Paper type: drop-down lists, and then click Add. 5 Select options from the Click Add. 6 Faper type: Core Land This table are set to: Paper type: Core Land This tab	
	6 Click OK.	22

