

# HP Color LaserJet CP5220 Series Printer – Print tasks



## Use features in the Windows driver

Cancel the current print job at the product control panel	Press the cancel button  on the control panel. <b>NOTE:</b> If the print job has proceeded too far, you might not have the option to cancel it.
Cancel the current 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. For Windows 2000, Windows XP, or Windows Vista, click <b>Start</b> and then click <b>Printers and Faxes</b> ; or click <b>Start</b> , click <b>Control Panel</b> , and then click <b>Printers and Faxes</b> . Double-click the printer icon to open the print spooler. Select the print job that you want to cancel, and then click <b>Cancel</b> or <b>Delete</b> under the <b>Document</b> menu. If the print job is not canceled, you might need to shut down and restart the computer.
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> .

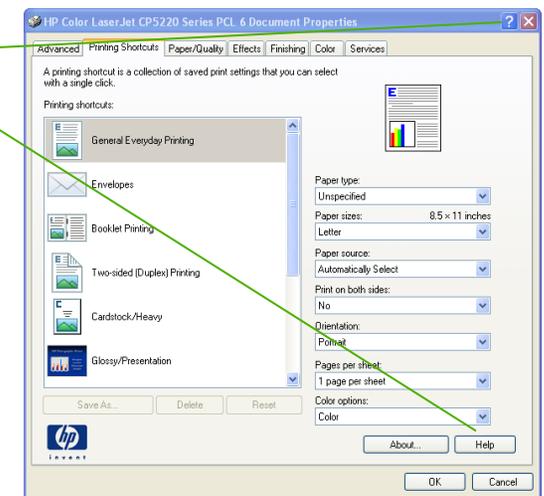


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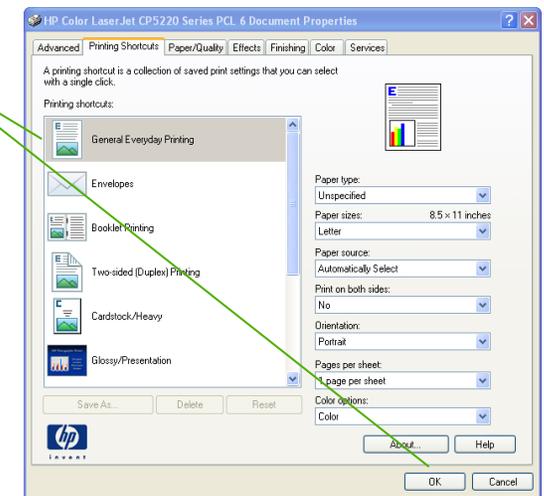
Get help for any printing option

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.



Use a printing shortcut

Select one of the shortcuts, and then click **OK** to print the job with the predefined settings.

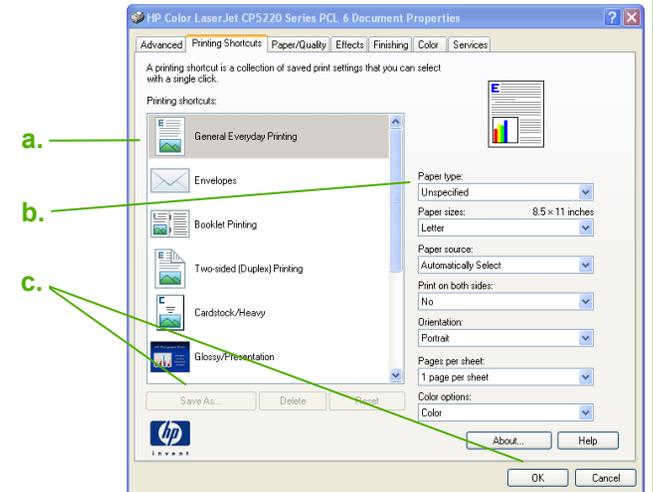


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## Create a custom printing shortcut

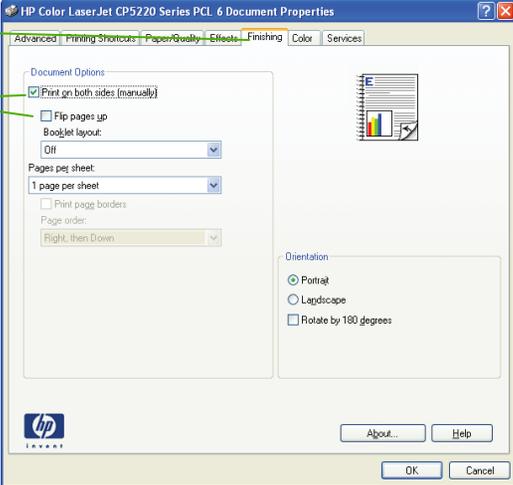
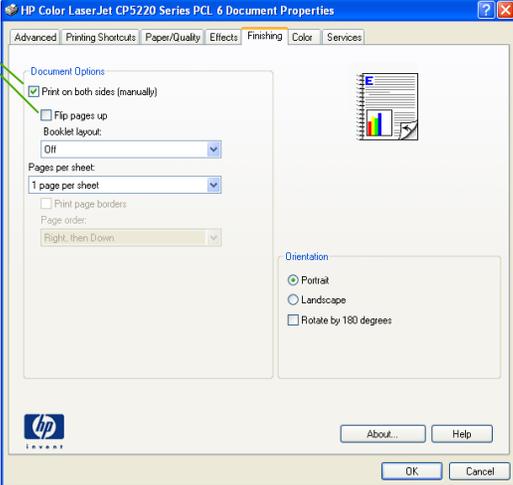
- Select an existing shortcut as a base.
- Select the print options for the new shortcut.
- Click **Save As**, type a name for the shortcut, and click **OK**.



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## 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="718 316 1344 343">1 Open the printer driver and click the <b>Finishing</b> tab.</li><li data-bbox="718 347 1344 406">2 Click <b>Print on both sides (manually)</b>. If you will bind the document along the top edge, click <b>Flip pages up</b>.</li><li data-bbox="718 821 1344 1021">3 To manually duplex a job, click <b>Print on both sides (manually)</b>. If you will bind the document along the top edge, click <b>Flip pages up</b>. The product will print the even-numbered pages first, and then an onscreen alert will display on the computer. Follow the onscreen instructions to reload the media in Tray 1, and then press the <b>OK</b> button to continue the print job.</li></ol>  



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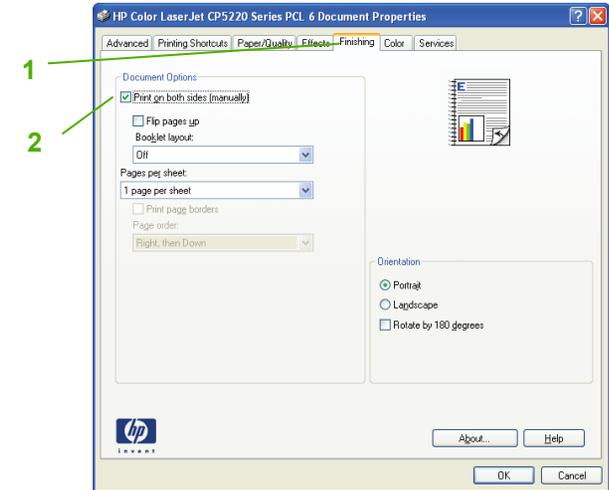
## Print a booklet

### How do I?

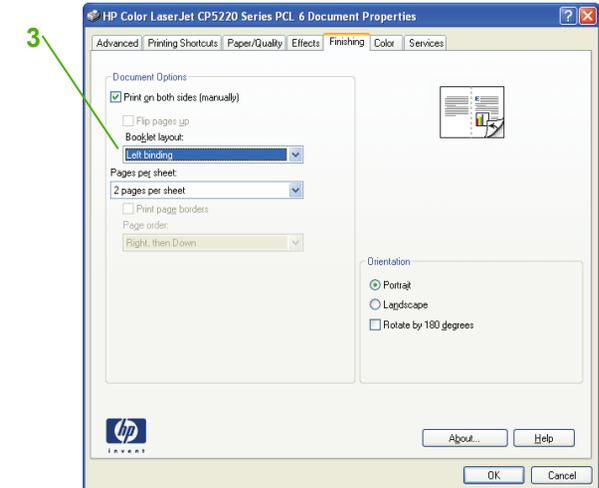
### Print a booklet

### Steps to perform

- 1 Open the printer driver and click the **Finishing** tab.
- 2 Click **Print on both sides (manually)**.



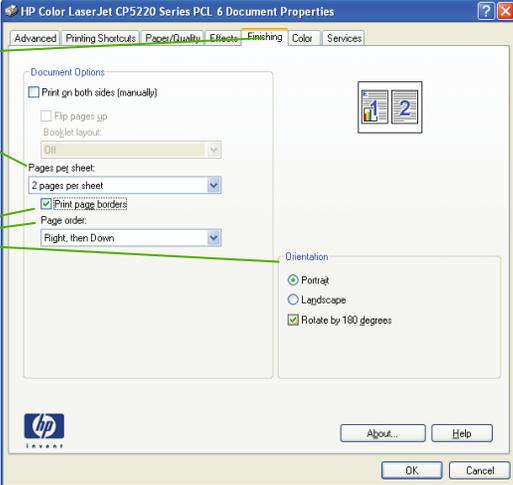
- 3 In the **Booklet layout** dropdown list, click **Left binding** or **Right binding**. The **Pages per sheet** option automatically changes to **2 pages per sheet**.



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## Print multiple pages per sheet

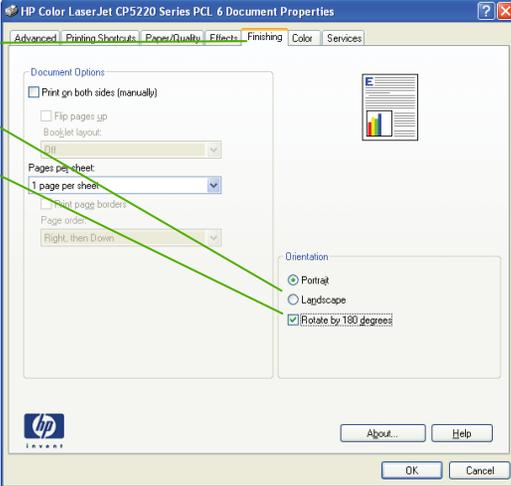
How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none"><li data-bbox="730 316 1339 347">1 Open the printer driver and click the <b>Finishing</b> tab.</li><li data-bbox="730 347 1339 403">2 Select the number of pages per sheet from the <b>Pages per sheet</b> drop-down list.</li><li data-bbox="730 403 1339 467">3 Select the correct options for <b>Print page borders</b>, <b>Page order</b>, and <b>Orientation</b>.</li></ol> 



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## Select page orientation

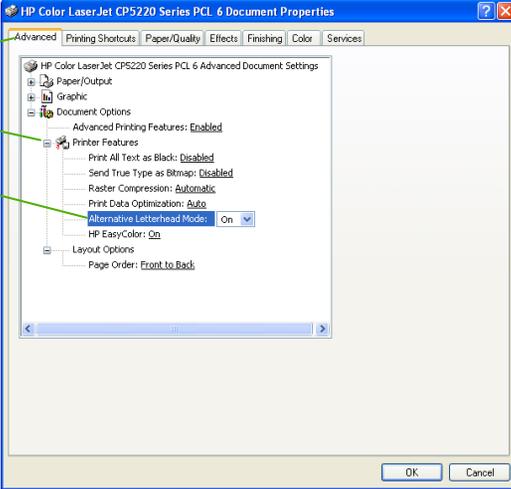
How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li>1 Open the printer driver and click the <b>Finishing</b> tab.</li><li>2 In the <b>Orientation</b> area, click <b>Portrait</b> or <b>Landscape</b>.</li><li>3 To print the page image upside down, click <b>Rotate by 180 degrees</b>.</li></ol> 



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## Print on pre-printed letterhead or forms

How do I?	Steps to perform
Print on pre-printed letterhead or forms	<ol style="list-style-type: none"><li>1 Open the printer driver and click the <b>Advanced</b> tab.</li><li>2 Open the <b>Document Options</b> section, and then open the <b>Printer Features</b> section.</li><li>3 In the <b>Alternative Letterhead Mode</b> drop-down list, select <b>On</b>.</li><li>4 At the product, load the paper the same way you would for printing on both sides.</li></ol> 



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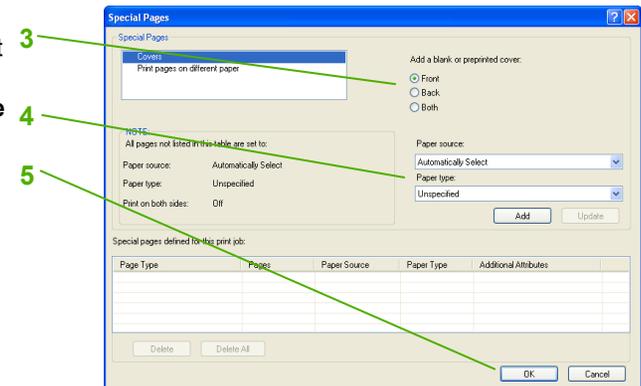
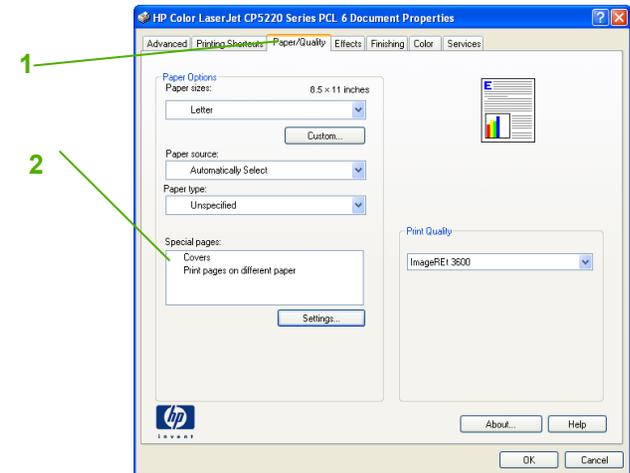
## Print the first or last page on different paper

### How do I?

Print the first or last page on different paper

### Steps to perform

- 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**.



# HP Color LaserJet CP5220 Series Printer – Print tasks



## Scale a page to fit on a selected paper size

How do I?	Steps to perform
Scale a page to fit on a selected paper size	<ol style="list-style-type: none"><li data-bbox="720 316 1344 347">1 Open the printer driver and click the <b>Effects</b> tab.</li><li data-bbox="720 347 1344 403">2 Click <b>Print document on</b>, and then select a size from the dropdown list.</li></ol> 