

### 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> .























### Print on both sides (Duplex)

How do I?	Steps to perform	
Print on both sides (Duplex)	<ol> <li>Open the printer driver and click the Finishing tab.</li> <li>Click Print on both sides (manually). If you will bind the document along the top edge, click Flip pages up.</li> <li>2</li> </ol>	Advance@ hirding Stottext   Paper@udty Effects Pinishing Color Services   Document Options   Pinit aga both sides (insolvable)   Bodget logothe   Page per heat   I page per heat
	3 To manually duplex a job, click <b>Print on both sides</b> (manually). 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 OK button to continue the print job.	IP Color Laser-Jet CP5720 Series PCL 6 Document Properties         Advanced Prinning Shottads         Page off         Prior to both sides (instrudy)         Efforts         Point about         Document Opfors         Prior to both sides (instrudy)         Efforts         Prior bogs role         Bookle Ligocit.         Off         Page off         Prior bogs bodds         Page off         Page off         Prior bodde         Page off





#### Print a booklet

How do I?	Steps to perform	
Print a booklet	<ol> <li>Open the printer driver and click the Finishing tab.</li> <li>Click Print on both sides (manually).</li> <li>1</li> <li>2</li> </ol>	Advanced Priving Stotcuts Pages/Quality Effects     Advanced Priving Stotcuts Pages/Quality Effects     Priving hoth sides monulably     Operation bit sides monulably     Decoment Options     Pages pag sheet     1 page pag sheet     1 page pag sheet     Pages pages     Pages other     Pages o
	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.	About Leb OK Cancel OK Cancel





### Print multiple pages per sheet

How do I?	Steps to perform			
Print multiple pages per sheet	<ol> <li>Open the printer driver and click the Finishing tab.</li> <li>Select the number of pages per sheet from the Pages per sheet drop-down list.</li> <li>Select the correct options for Print page borders, Page order, and Orientation.</li> </ol>	1 2 3	HP Color Laser Jet CP5/20 Series PCL 6 Document Advanced Prining Shotouts Pacer/Dualty_Etisese Emith Document Options Prop hob riske (manually) Prip pages jp Bodjet tayout Prip the base boddet Pages pet sheet Page oddet: Pige oddet: Pigde oddet: Pigde table Pige table Pige boddet Pige oddet: Pige table Pi	nt Properties







#### Select page orientation

How do I?	Steps to perform	
Select page orientation	<ol> <li>Open the printer driver and click the Finishing tab.</li> <li>In the Orientation area, click Portrait or Landscape.</li> <li>To print the page image upside down, click Rotate by 180 degrees.</li> </ol>	Advanced Protocols Laser Jet CP52/20 Series PCL 6 Document Properties      Advanced Protocols Processing Status Proceedings Status Processing     Porting on both idde Instructive     Porting on both idde Instructive     Porting     Porting







### Print on pre-printed letterhead or forms

How do I?	Steps to perform	
Print on pre-printed letterhead or forms	<ol> <li>Open the printer driver and click the Advanced tab.</li> <li>Open the Document Options section, and then open the Printer Features section.</li> <li>In the Alternative Letterhead Mode drop-down list, select On.</li> <li>At the product, load the paper the same way you would for printing on both sides.</li> </ol>	HP Color Laser Jet CP5220 Series PCL 6 Document Properties







### Print the first or last page on different paper

How do I?	Steps to perform	
Print the first or last page on different paper	<ol> <li>Open the printer driver and click the Paper/Quality tab.</li> <li>In the Special pages area, click Covers or Print pages on different paper, and then click Settings.</li> </ol>	HP Color Laser Jet CP5220 Series PCL 6 hocument Properties       Image: Color         Advanced Paper Quality Effects Finishing Color Services         Paper scale:       0.5 × 11 hohes         Letter       Image: Colors         Quantically Select       Image: Colors         Corres       Print Quality         Special page:       Image: Corres         Corres       Settings.         First Quality       Settings.         Exercise of different paper       Aboxt.         Help       Letter         Letter       Letter         Custom.       Print Quality         Paper source:       Letter         Aboxt.       Help
	<ol> <li>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.</li> <li>Select options from the Paper source and Paper type 4 drop-down lists, and then click Add.</li> <li>Click OK. 5</li> </ol>	





### 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> <li>Open the printer driver and click the Effects tab.</li> <li>Click Print document on, and then select a size from the dropdown list.</li> </ol>	IP Color Laser Jet CP5220 Series PCL 6 Document Properties         Advanced         Prining Shate.de         Octoal size         Or info document on:         Later         State to R         State to R         State actual size:         Image: State to R         Discuster         Discuster         Discuster         Discuster         Discuster         Distate         Discuster

