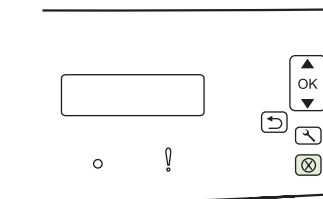




Cancel a print job

How do I?	Steps to perform
<p>Cancel a print job from the product control panel</p>	<p>To cancel the print job, press and release Cancel on the product control panel.</p> <p>NOTE: Pressing Cancel clears the job that the product is currently processing. If more than one process is running (for example, the product is printing a document while receiving a fax), pressing Cancel clears the process that currently appears on the product control panel.</p>
<p>Cancel a print job from the software program</p>	<p>Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.</p>
<p>Cancel a print job from the Windows print queue</p>	<p>Windows 2000: Go to the Printer dialog box. Click Start, click Settings, and then click Printers. Double-click the product icon to open the window, select the print job, and then click Delete.</p> <p>Windows XP: Click Start, click Settings, and then click Printers and Faxes. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel.</p> <p>Windows Vista: Click Start, click Control Panel, and then, under Hardware and Sound, click Printer. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel.</p>

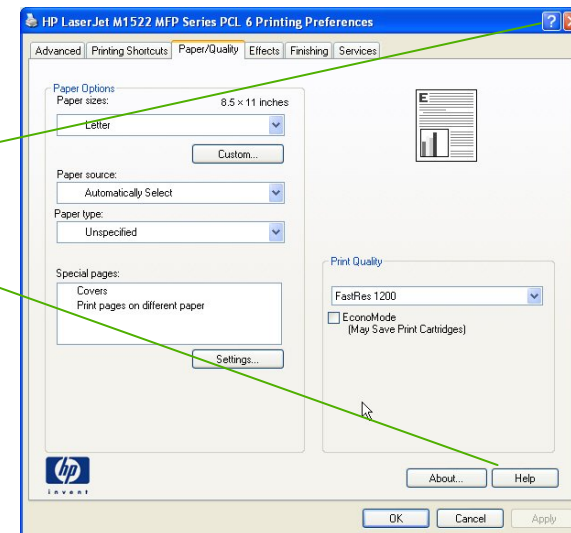


HP LaserJet M1522 MFP Series – Print tasks



Open the printer driver

How do I?	Steps to perform
Open the printer driver	On the File menu in the software program, click Print . Select the printer, and then click Properties or Preferences .
Get help for any printing option	<ol style="list-style-type: none">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.2 Or, click Help to open the online Help.

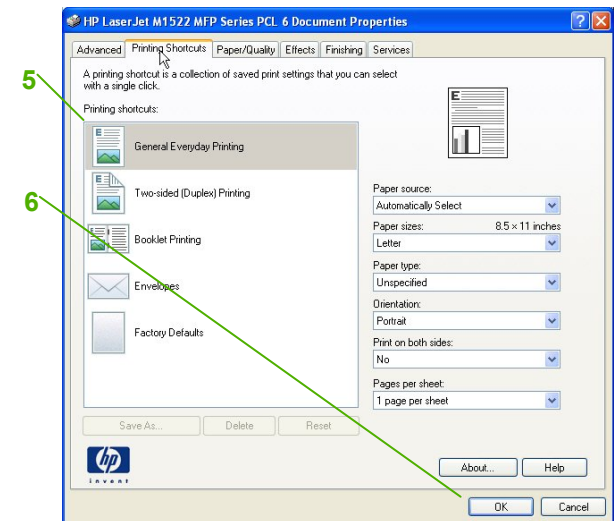
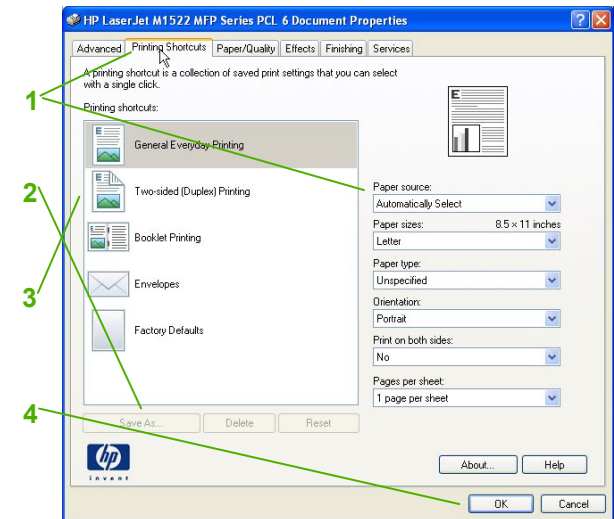


HP LaserJet M1522 MFP Series – Print tasks



Create and use printing shortcuts

How do I?	Steps to perform
Create a printing shortcut	<ol style="list-style-type: none">1 On the Printing Shortcuts tab, select the print settings that you want to use.2 Click Save As.3 In the Printing Shortcuts box, type a name for the shortcut.4 Click OK.
Use printing shortcuts	<ol style="list-style-type: none">5 On the Printing Shortcuts tab, select the shortcut that you want to use from the Printing shortcuts box.6 Click OK.

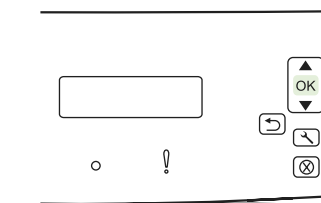
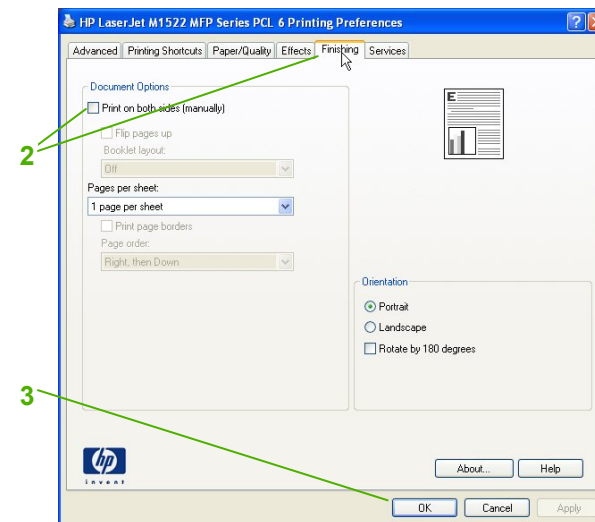


HP LaserJet M1522 MFP Series – Print tasks



Print on both sides (duplex)

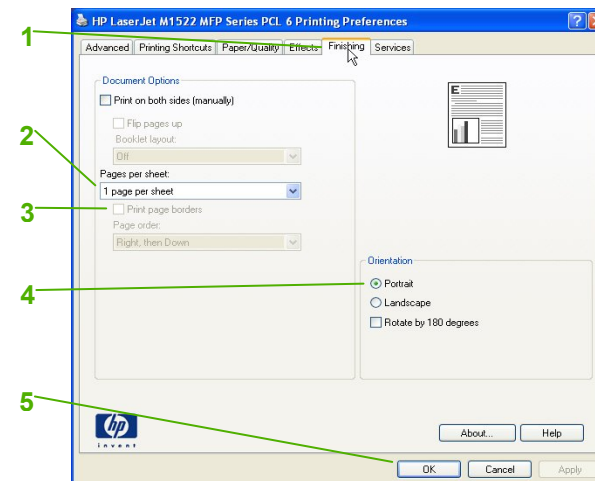
How do I?	Steps to perform
Print on both sides of the paper (duplex printing)	<ol style="list-style-type: none">1 Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper such as letterhead, load it in one of the following ways:<ul style="list-style-type: none">○ For tray 1, load the letterhead paper with the front side up, bottom-edge first.○ For all other trays, load the letterhead paper with front side down, and the top edge at the back of the tray.2 Open the printer driver. On the Finishing tab, click Print on both sides (manually).3 Click OK.4 Send the print job to the product. Follow the instructions in the pop-up window that appears before feeding the output stack into tray 1 for printing the second half.5 Go to the product. Remove any blank paper that is in tray 1. Insert the printed stack with the printed side up, and the bottom-edge feeding into the product first. You must print the second side from tray 1.6 At the control panel, press OK to continue.





Print multiple pages per sheet

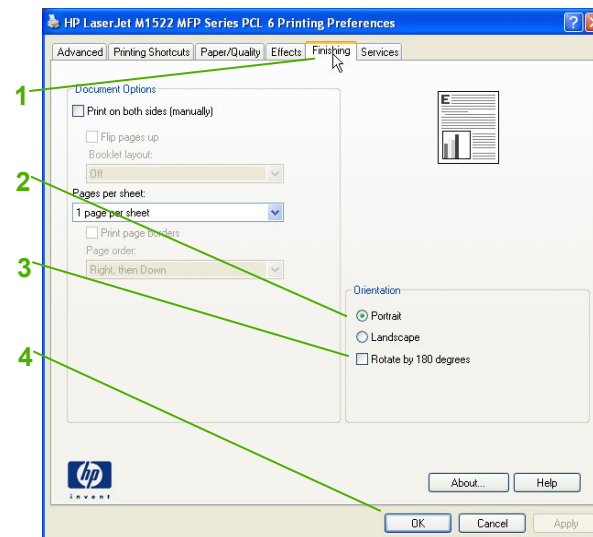
How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 In the Pages per Sheet drop-down list, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).3 If the number of pages is greater than 1, select the correct options for Print page borders and Page order.4 If you need to change the page orientation, click Portrait or Landscape.5 Click OK.





Select page orientation

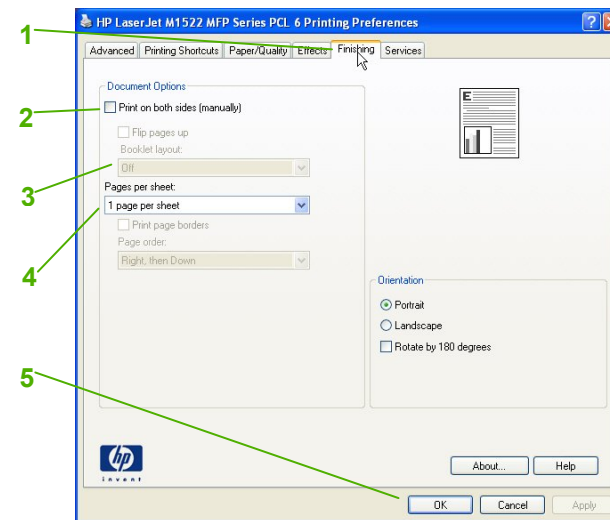
How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none"><li data-bbox="730 347 1329 371">1 Open the printer driver, and click the Finishing tab.<li data-bbox="730 427 1329 451">2 In the Orientation area, click Portrait or Landscape.<li data-bbox="730 507 1329 563">3 To print the page image upside down, click Rotate by 180 degrees.<li data-bbox="730 595 867 619">4 Click OK.





Create a booklet

How do I?	Steps to perform
Create a booklet	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 Click Print on both sides.3 In the drop-down box for Booklet Layout, select either Left Edge Binding or Right Edge Binding.4 The Pages per Sheet setting automatically changes to 2 pages per sheet.5 Click OK.

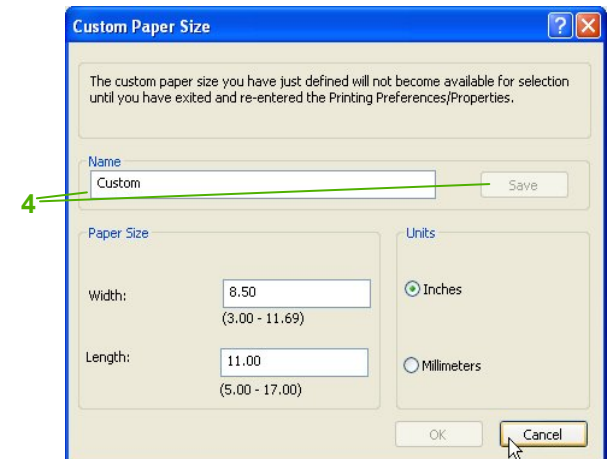
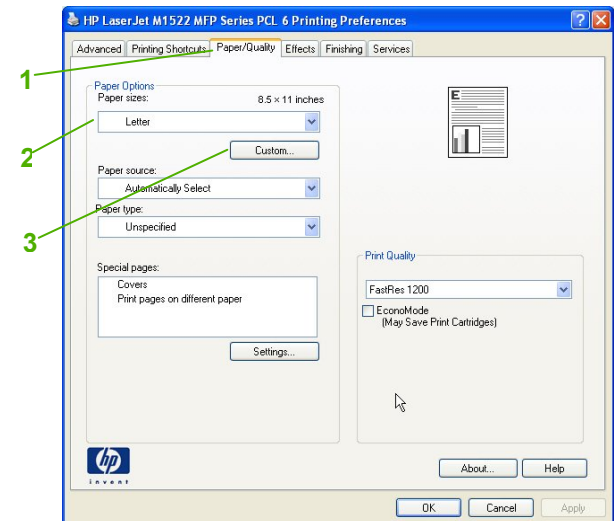


HP LaserJet M1522 MFP Series – Print tasks



Print on different page sizes

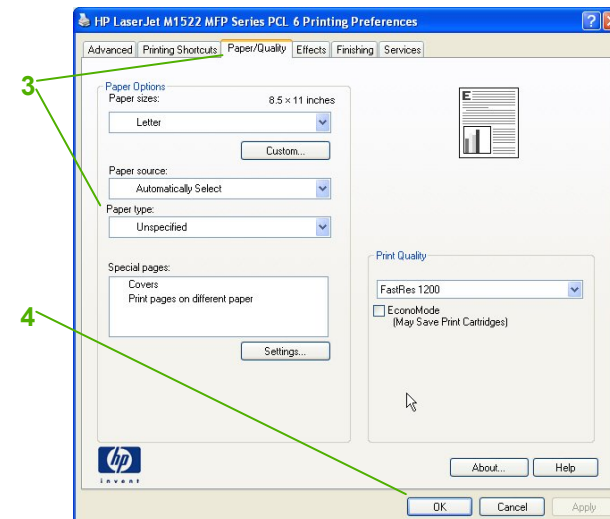
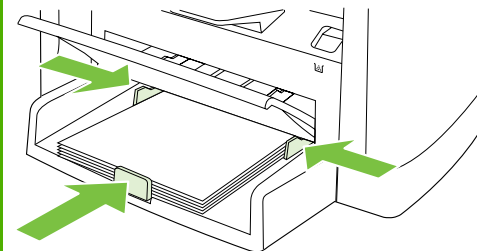
How do I?	Steps to perform
Select a page size	<ol style="list-style-type: none">1 Open the printer driver, and click the Paper/Quality tab.2 Select a size from the Paper size drop-down list.
Select a custom page size	<ol style="list-style-type: none">3 Click Custom. The Custom Paper Size dialog box opens.4 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
Print on preprinted letterhead or forms	<ol style="list-style-type: none"><li data-bbox="730 347 1329 403">1 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.<li data-bbox="730 512 1329 568">2 Adjust the media guides to the length and width of the media.<li data-bbox="730 624 1329 679">3 On the printer driver, on the Paper/Quality tab, select the media type from the Paper Type: drop-down list.<li data-bbox="730 703 867 727">4 Click OK.

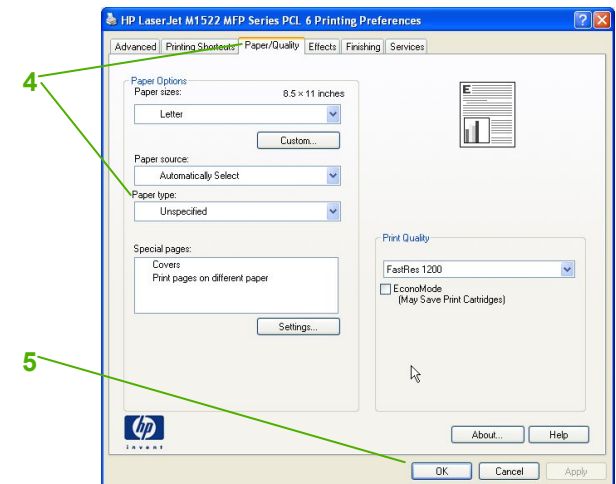
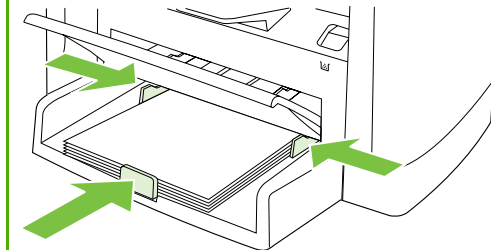
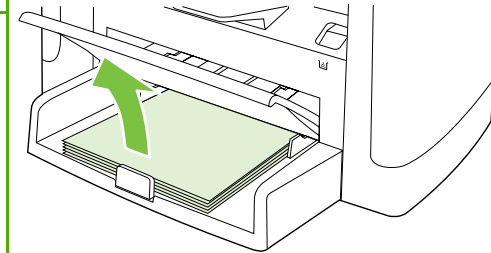


HP LaserJet M1522 MFP Series – Print tasks



Print on special paper, labels, or transparencies

How do I?	Steps to perform
Print on special paper, labels, or transparencies	<ol style="list-style-type: none"><li data-bbox="716 336 1341 379">1 Open the media input tray and remove any media.<li data-bbox="716 624 1341 683">2 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.<li data-bbox="716 703 1341 762">3 Adjust the media guides to the length and width of the media.<li data-bbox="716 879 1341 938">4 On the printer driver, on the Paper/Quality tab, select the media type from the Paper Type: drop-down list.<li data-bbox="716 959 1341 1002">5 Click OK.



HP LaserJet M1522 MFP Series – Print tasks



Print a different first or last page

How do I?	Steps to perform
Use different paper and print covers	<ol style="list-style-type: none">1 Open the printer driver, and click the Paper/Quality tab.2 In the Special pages list box, click Print pages on different paper or Covers.3 Click Settings.4 Select the settings that you want to use to print specific pages on different paper. Click Add.5 Click OK to return to the Paper/Quality tab.6 Click OK on the Paper/Quality tab.

