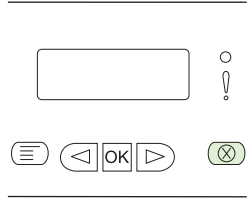




Cancel a print job

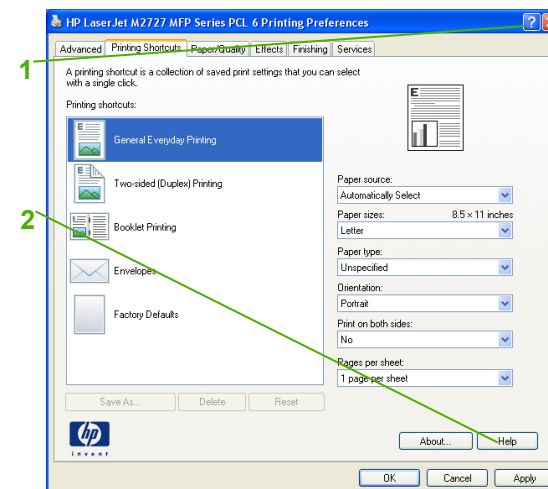
How do I?	Steps to perform
<p>Cancel a print job from the product control panel</p>	<p>To cancel the print job, press and release Cancel on the product control panel.</p> <p>NOTE: Pressing Cancel clears the job that the product is currently processing. If more than one process is running (for example, 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>	<ul style="list-style-type: none"> • 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. • 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. • 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.





Open the printer driver

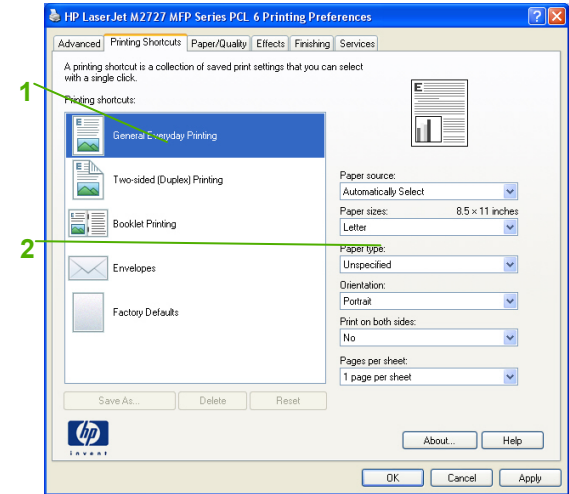
How do I?	Steps to perform
Open the printer driver	On the File menu in the software program, click Print . Select the printer, and then click Properties or Preferences .
Get help for any printing option	<ol style="list-style-type: none">1 Click the ? symbol in the upper-right corner of the printer driver, 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.





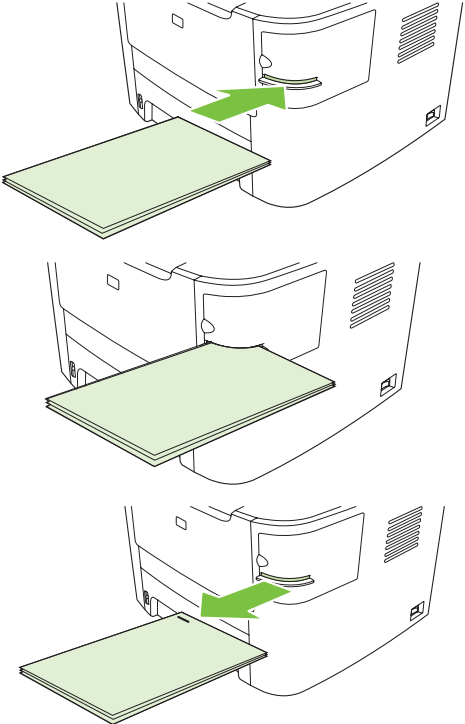
Use printing shortcuts

How do I?	Steps to perform
Use a printing shortcut	1 Select one of the shortcuts, and then click OK to print the job with the predefined settings.
Create a custom printing shortcut	2 a) Select an existing shortcut as a base. b) Select the print options for the new shortcut. c) Click Save As , type a name for the shortcut, and click OK .





Staple my printed pages

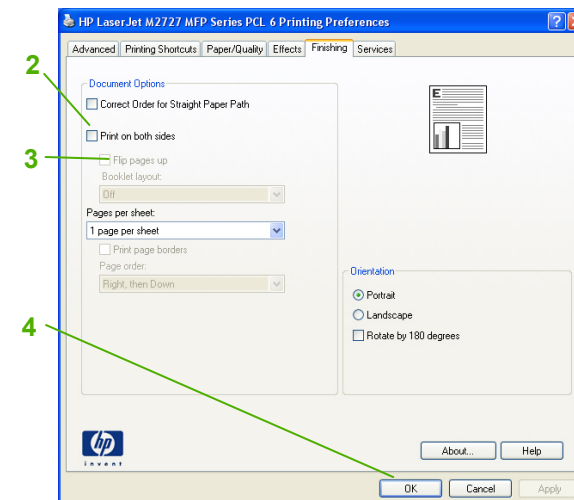
How do I?	Steps to perform
Staple documents	<ol style="list-style-type: none"><li data-bbox="730 347 1312 403">1 Activate the stapling mechanism by inserting media into the convenience stapler<li data-bbox="730 608 1312 691">2 Wait for the stapler to staple the sheets. When it is inserted all the way into the stapler slot, the media should trigger the stapler mechanism.<li data-bbox="730 855 1199 879">3 Remove the stapled media from the slot.  <p>The diagrams illustrate the three steps: 1. A document is being inserted into the top slot of the machine. 2. The document is fully inserted and the machine is shown in a state where it is processing the document. 3. The document is being pulled out from the bottom of the machine, now stapled.</p>





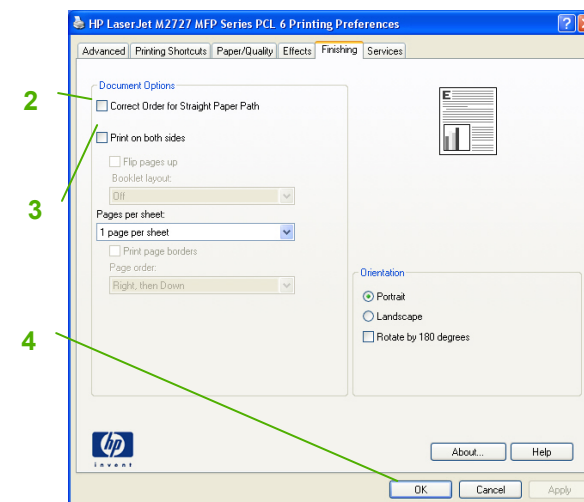
Print on both sides (duplex)

How do I?	Steps to perform
Use automatic 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.3 If necessary, select Flip pages up to change the manner in which pages are turned, or select a binding option in the Booklet layout list box.4 Click OK.





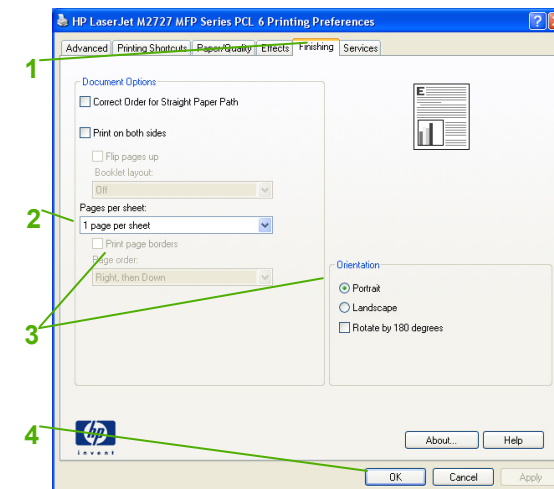
How do I?	Steps to perform
<p>Print on both sides manually</p>	<ol style="list-style-type: none">1 Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper such as letterhead, load it in one of the following ways:<ul style="list-style-type: none">○ For 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, select Correct order for straight paper path.3 Select Print on both sides (manually), and then open the rear output bin door.4 Click OK.





Print multiple pages per sheet

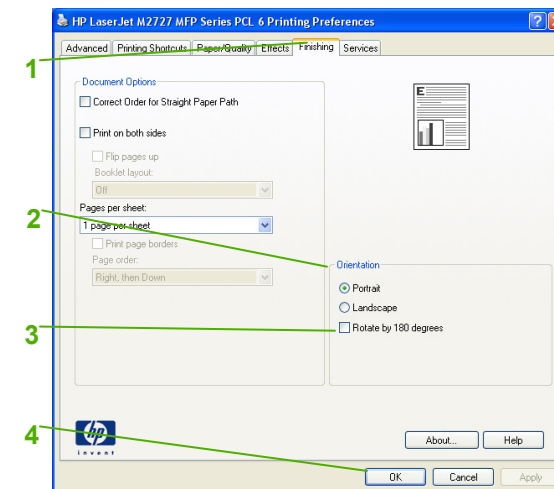
How do I?	Steps to perform
Print multiple pages per sheet	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 Select the number of pages per sheet from the Pages per sheet drop-down list.3 Select the correct options for Print page borders, Page order, and Orientation.4 Click OK.





Select page orientation

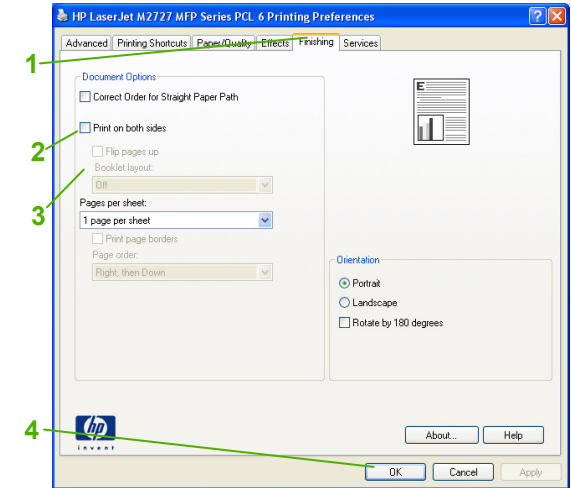
How do I?	Steps to perform
Select page orientation	<ol style="list-style-type: none">1 Open the printer driver, and click the Finishing tab.2 In the Orientation area, click Portrait or Landscape.3 To print the page image upside down, click Rotate by 180 degrees.4 Click OK.





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 Booklet layout dropdown list, click Left binding or Right binding. The Pages per sheet option automatically changes to 2 pages per sheet4 Click OK.

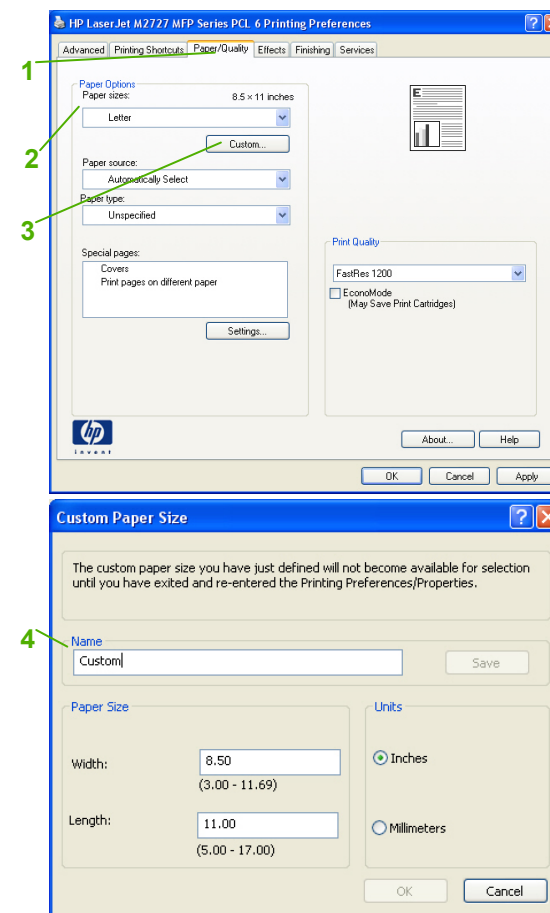


HP LaserJet M2727 MFP Series – Print



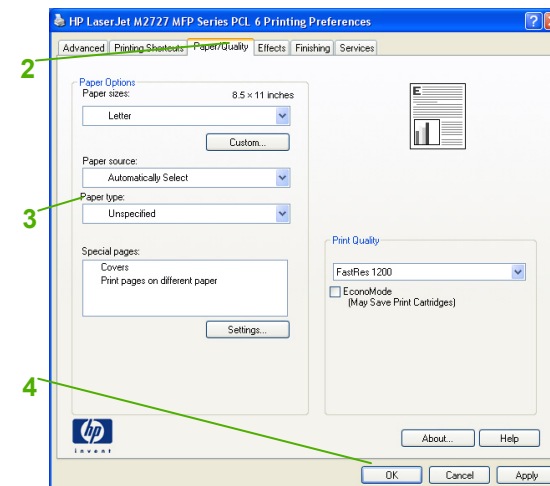
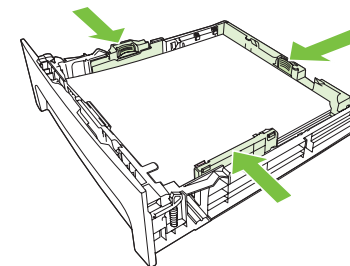
Print on different page sizes

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

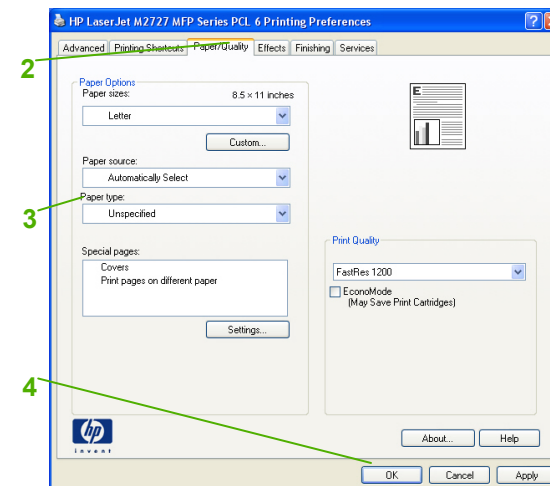
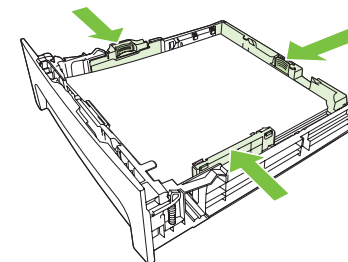
How do I?	Steps to perform
Print on preprinted letterhead or forms	<ol style="list-style-type: none"><li data-bbox="730 347 1329 403">1 In tray 2 or tray 3, load media with the top forward and the side to be printed on facing down.<li data-bbox="730 632 1314 687">2 Open the printer driver, and click the Paper/Quality tab.<li data-bbox="730 692 1310 719">3 Select the type from the Paper type drop-down list.<li data-bbox="730 724 869 751">4 Click OK.





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="730 347 1329 403">1 In tray 2 or tray 3, load media with the top forward and the side to be printed on facing down.<li data-bbox="730 627 1314 683">2 Open the printer driver, and click the Paper/Quality tab.<li data-bbox="730 691 1310 715">3 Select the type from the Paper type drop-down list.<li data-bbox="730 722 869 746">4 Click OK.





Print a different first or last page

How do I?	Steps to perform
Print covers on different paper	<ol style="list-style-type: none"> 1 Open the printer driver, and click the Paper/Quality tab.
Print the first or last page on different paper	<ol style="list-style-type: none"> 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.

