Cancel a print job
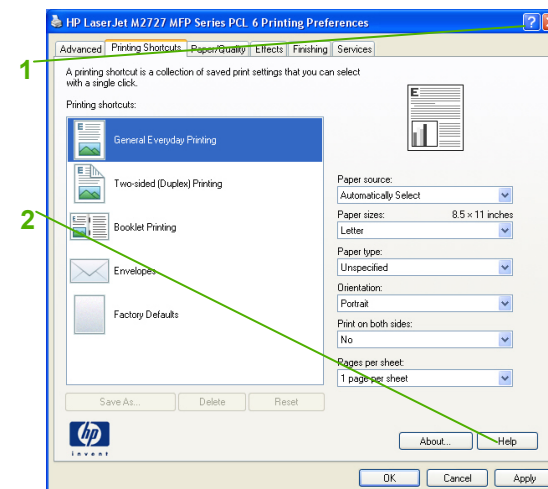
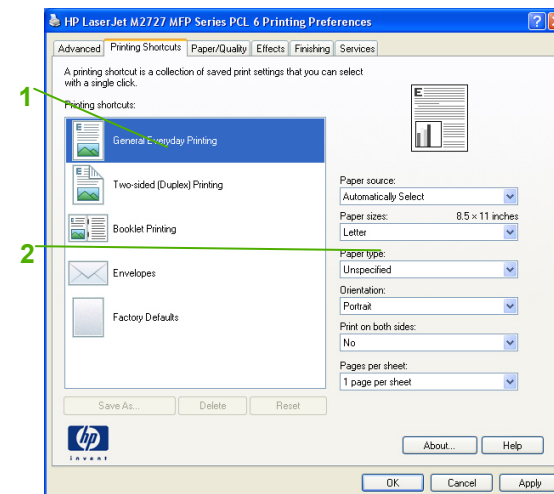| How do I?	Steps to perform	
Cancel a print job from the product control panel	To cancel the print job, press and release **Cancel** on the product control panel. **NOTE**: Pressing **Cancel** clears the job that the product is currently processing. If more than one process is running (for example, the product is printing a document while receiving a fax), pressing **Cancel** clears the process that currently appears on the product control panel.	
Cancel a print job from the software program	Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.	
Cancel a print job from the Windows print queue	• **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

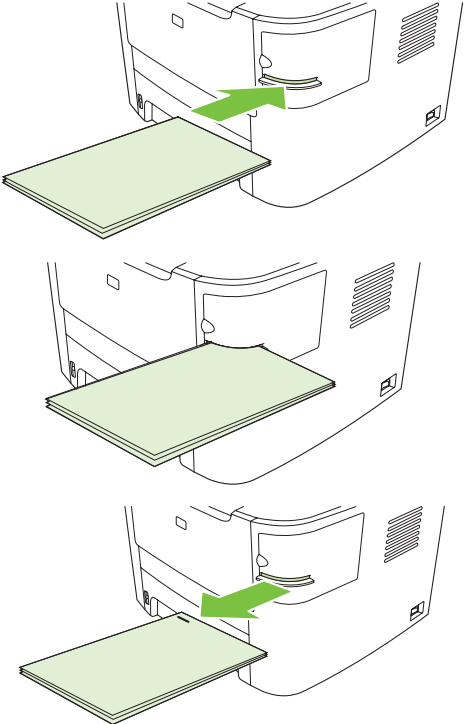| How do I?	Steps to perform
Open the printer driver	On the **File** menu in the software program, click **Print**. Select the printer, and then click **Properties** or **Preferences**.
Get help for any printing option	1 Click the **?** symbol in the upper-right corner of the printer driver, and then 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

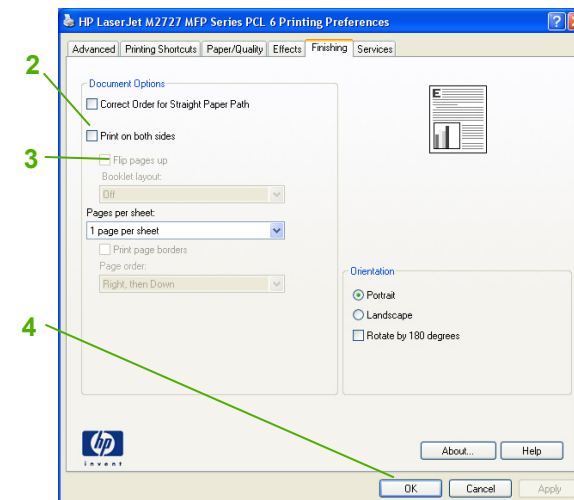| How do I?	Steps to perform
Use a printing shortcut	**1** Select one of the shortcuts, and then click **OK** to print the job with the predefined settings.
Create a custom printing shortcut	**2** a) Select an existing shortcut as a base. b) Select the print options for the new shortcut. c) Click **Save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

Staple my printed pages

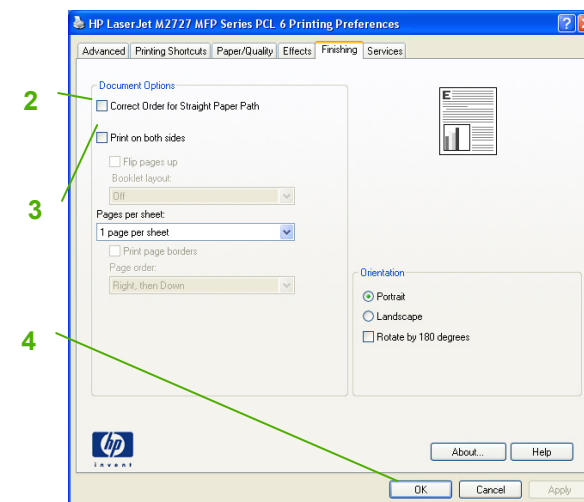| How do I?	Steps to perform
Staple documents	1 Activate the stapling mechanism by inserting media into the convenience stapler
	2 Wait for the stapler to staple the sheets. When it is inserted all the way into the stapler slot, the media should trigger the stapler mechanism.
	3 Remove the stapled media from the slot.

Print on both sides (duplex)

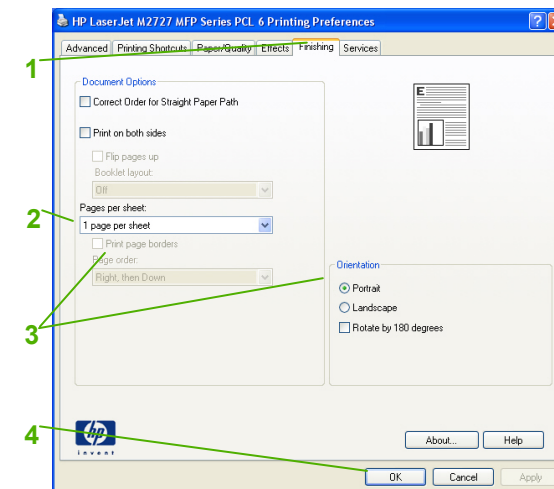| How do I?	Steps to perform
Use automatic duplex printing	1 Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper such as letterhead, load it in one of the following ways: ○ For tray 1, load the letterhead paper with the front side up, bottom-edge first. ○ 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**.

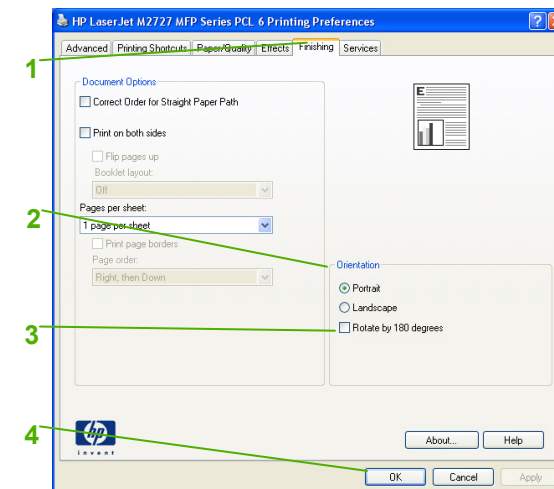| How do I?	Steps to perform

Print on both sides manually	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:
	
	  ○ 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	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

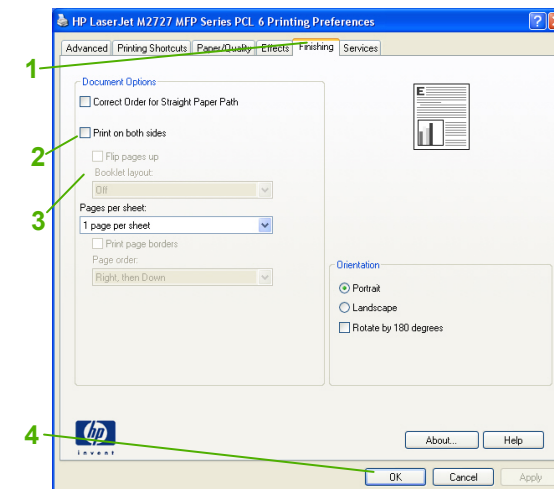| How do I?	Steps to perform
Select page orientation	1 Open the printer driver, and click the **Finishing** tab. 2 In the **Orientation** area, click **Portrait** or **Landscape**. 3 To print the page image upside down, click **Rotate by 180 degrees**. 4 Click **OK**.

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Create a booklet

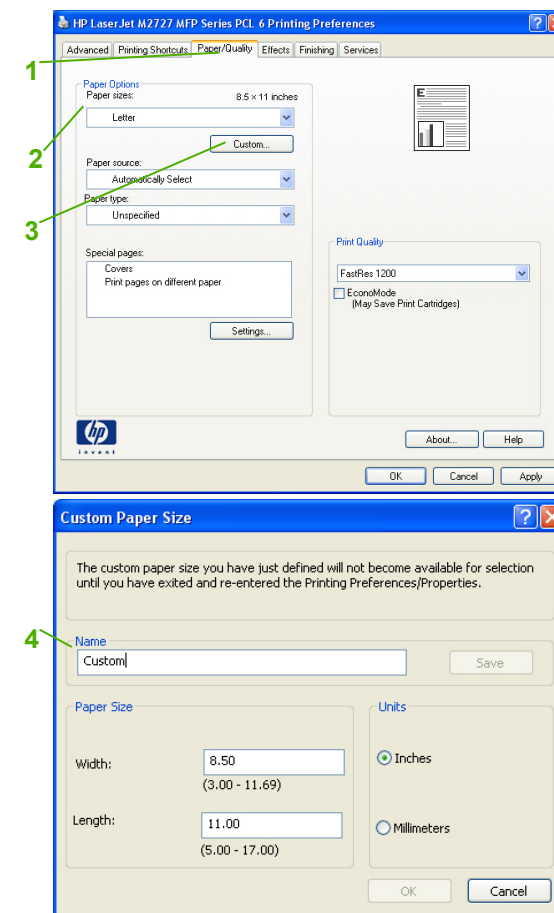| How do I?	Steps to perform
Create a booklet	1 Open the printer driver, and click the **Finishing** tab. 2 Click **Print on both sides**. 3 In the **Booklet layout** dropdown list, click **Left binding** or **Right binding**. The **Pages per sheet** option automatically changes to **2 pages per sheet** 4 Click **OK**.

## Print on different page sizes

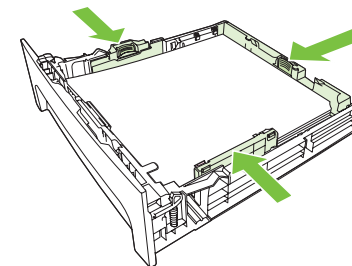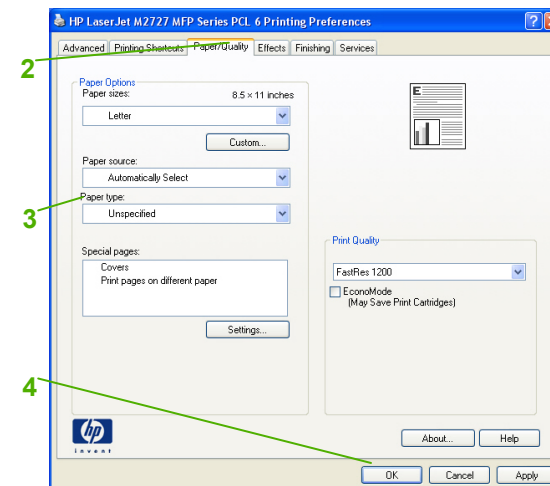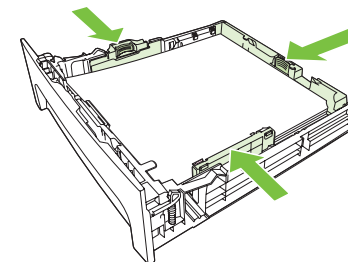| How do I?	Steps to perform
Select a page size	1 Open the printer driver, and click the **Paper/Quality** tab. 2 Select a size from the **Paper size** drop-down list.
Select a custom page size	3 Click **Custom**. The **Custom Paper Size** dialog box opens. 4 Type a name for the custom size, specify the dimensions, and click **Save**.

Print on preprinted letterhead or forms

How do I?	Steps to perform
Print on preprinted letterhead or forms	1 In tray 2 or tray 3, load media with the top forward and the side to be printed on facing down. 2 Open the printer driver, and click the **Paper/Quality** tab. 3 Select the type from the **Paper type** drop-down list. 4 Click **OK**.

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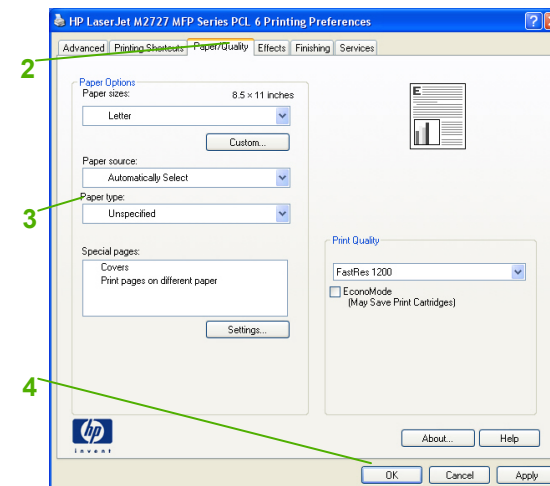
Print on special paper, labels, or transparencies

How do I?	Steps to perform
Print on special paper, labels, or transparencies	**1** In tray 2 or tray 3, load media with the top forward and the side to be printed on facing down. **2** Open the printer driver, and click the **Paper/Quality** tab. **3** Select the type from the **Paper type** drop-down list. **4** Click **OK**.

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HP LaserJet *M2727* MFP Series – Print

Print a different first or last page

How do I?	Steps to perform

Print covers on different paper
 	
Print the first or last page on different paper
	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**.

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