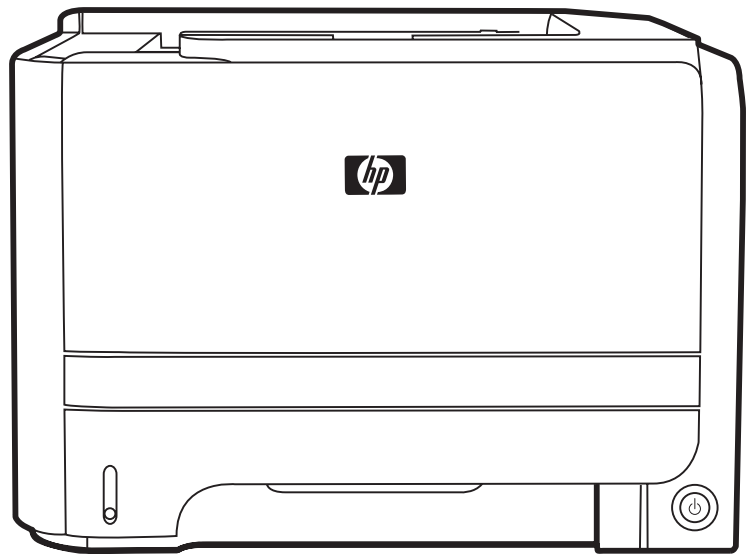


HP LaserJet P2030 Series Printer

Paper and Print Media Guide



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Paper and print media

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Understand paper and print media use

This product supports a variety of paper and other print media in accordance with the guidelines in this user guide. Paper or print media that does not meet these guidelines might cause the following problems:

- Poor print quality
- Increased jams
- Premature wear on the product, requiring repair

For best results, use only HP-brand paper and print media designed for laser printers or multiuse. Do not use paper or print media made for inkjet printers. Hewlett-Packard Company cannot recommend the use of other brands of media because HP cannot control their quality.

It is possible for paper to meet all of the guidelines in this user guide and still not produce satisfactory results. This might be the result of improper handling, unacceptable temperature and/or humidity levels, or other variables over which Hewlett-Packard has no control.

△ **CAUTION:** Using paper or print media that does not meet Hewlett-Packard's specifications might cause problems for the product, requiring repair. This repair is not covered by the Hewlett-Packard warranty or service agreements.

Supported paper and print media sizes

This product supports a number of paper sizes, and it adapts to various media.


 **NOTE:** To obtain best results, select the correct paper size and type in the printer driver before printing.

Table 1 Supported paper and print media sizes

Size and dimensions	Tray 1	Tray 2
Letter 216 x 279 mm (8.5 x 11 inches)	✓	✓
Legal 216 x 356 mm (8.5 x 14 inches)	✓	✓
A4 210 x 297 mm (8.27 x 11.69 inches)	✓	✓
A5 148 x 210 mm (5.83 x 8.27 inches)	✓	✓
A6 105 x 148 mm (4.1 x 5.8 inches)	✓	✓
B5 (JIS) 182 x 257 mm (7.17 x 10.12 inches)	✓	✓
Executive 184 x 267 mm (7.24 x 10.51 inches)	✓	✓
Postcard (JIS) 100 x 148 mm (3.9 x 5.8 inches)	✓	
Double Postcard (JIS) 148 x 200 mm (5.8 x 7.9 inches)	✓	
16K 184 x 260 mm (7.2 x 10.2 inches)	✓	
16K 195 x 270 mm (7.7 x 10.6 inches)	✓	
16K 197 x 273 mm (7.8 x 10.8 inches)	✓	
8.5 x 13 216 x 330 mm (8.5 x 13 inches)	✓	✓
Envelope Commercial #10 105 x 241 mm (4.13 x 9.49 inches)	✓	
Envelope B5 ISO	✓	

Table 1 Supported paper and print media sizes (continued)

Size and dimensions	Tray 1	Tray 2
176 x 250 mm (6.7 x 9.8 inches)		
Envelope C5 ISO	✓	
162 x 229 mm (6.93 x 9.84 inches)		
Envelope DL ISO	✓	
110 x 220 mm (4.33 x 8.66 inches)		
Envelope Monarch	✓	
98 x 191 mm (3.9 x 7.5 inches)		
Custom	✓	
76 x 127 mm to 216 x 356 mm (3.0 x 5.0 inches to 8.5 x 14 inches)		

Custom paper sizes

This product supports a variety of custom paper sizes. Supported custom sizes are sizes that are within the minimum- and maximum-size guidelines for the product but are not listed in the supported paper sizes table. When using a supported custom size, specify the custom size in the print driver, and load the paper in a tray that supports custom sizes.

Supported paper and print media types

For a complete list of specific HP-brand paper that this product supports, go to www.hp.com/support/ljp2030series.

Paper type (printer driver)	Tray 1	Tray 2
Plain Paper	✓	✓
Light 60–74 g/m ²	✓	✓
Midweight (96–110 g/m ²)	✓	✓
Heavy (111–130 g/m ²)	✓	✓
Extra Heavy (131–175 g/m ²)	✓	
Transparency	✓	✓
Labels	✓	
Letterhead	✓	✓
Preprinted	✓	✓
Prepunched	✓	✓
Color	✓	✓
Rough	✓	✓
Bond	✓	✓
Recycled	✓	✓
Envelope	✓	
HP Multipurpose Paper	✓	✓
HP Office Paper	✓	✓
HP LaserJet Paper	✓	✓
HP Premium Choice Paper	✓	✓

Tray and bin capacity

Tray or bin	Paper type	Specifications	Quantity
Tray 1	Paper	Range: 60 g/m ² (16 lb) bond to 200 g/m ² (54 lb) bond	Maximum stack height: 5 mm (0.3 inch) Equivalent to 50 sheets of 75 g/m ² (20 lb) bond
	Envelopes	Less than 60 g/m ² (16 lb) bond to 90 g/m ² (24 lb) bond	Up to 10 envelopes
	Labels	Maximum 0.23 mm (0.009 inch) thick	Maximum stack height: 5 mm (0.3 inch)
	Transparencies	Minimum 0.13 mm (0.005 inch) thick	Maximum stack height: 5 mm (0.3 inch)
Tray 2	Paper	Range: 60 g/m ² (16 lb) bond to 135 g/m ² (36 lb) bond	Equivalent to 250 sheets of 75 g/m ² (20 lb) bond Maximum stack height for A6 paper: 15 mm (0.59 inch)
	Transparencies	Minimum 0.13 mm (0.005 inch) thick	Maximum stack height: 26 mm (1.0 inch)
Standard top bin	Paper		Up to 125 sheets of 75 g/m ² (20 lb) bond

Special paper or print media guidelines

This product supports printing on special media. Use the following guidelines to obtain satisfactory results. When using special paper or print media, be sure to set the type and size in your print driver to obtain the best print results.

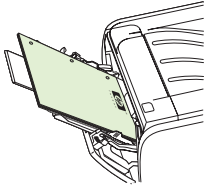
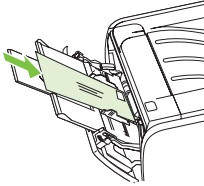
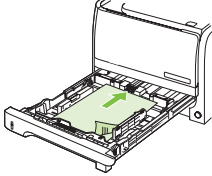
△ **CAUTION:** HP LaserJet printers use fusers to bond dry toner particles to the paper in very precise dots. HP laser paper is designed to withstand this extreme heat. Using inkjet paper not designed for this technology could damage your printer.

Media type	Do	Do not
Envelopes	<ul style="list-style-type: none"> • Store envelopes flat. • Use envelopes where the seam extends all the way to the corner of the envelope. • Use peel-off adhesive strips that are approved for use in laser printers. 	<ul style="list-style-type: none"> • Do not use envelopes that are wrinkled, nicked, stuck together, or otherwise damaged. • Do not use envelopes that have clasps, snaps, windows, or coated linings. • Do not use self-stick adhesives or other synthetic materials.
Labels	<ul style="list-style-type: none"> • Use only labels that have no exposed backing between them. • Use Labels that lie flat. • Use only full sheets of labels. 	<ul style="list-style-type: none"> • Do not use labels that have wrinkles or bubbles, or are damaged. • Do not print partial sheets of labels.
Transparencies	<ul style="list-style-type: none"> • Use only transparencies that are approved for use in laser printers. • Place transparencies on a flat surface after removing them from the product. 	<ul style="list-style-type: none"> • Do not use transparent print media not approved for laser printers.
Letterhead or preprinted forms	<ul style="list-style-type: none"> • Use only letterhead or forms approved for use in laser printers. 	<ul style="list-style-type: none"> • Do not use raised or metallic letterhead.
Heavy paper	<ul style="list-style-type: none"> • Use only heavy paper that is approved for use in laser printers and meets the weight specifications for this product. 	<ul style="list-style-type: none"> • Do not use paper that is heavier than the recommended media specification for this product unless it is HP paper that has been approved for use in this product.
Glossy or coated paper	<ul style="list-style-type: none"> • Use only glossy or coated paper that is approved for use in laser printers. 	<ul style="list-style-type: none"> • Do not use glossy or coated paper designed for use in inkjet products.

Load trays

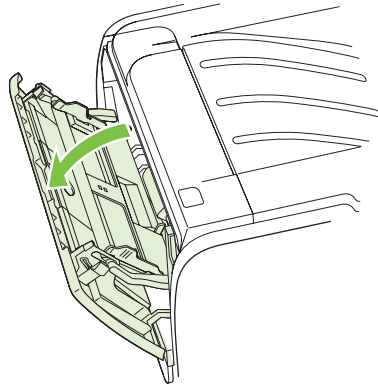
Paper orientation for loading trays

If you are using paper that requires a specific orientation, load it according to the information in the following table.

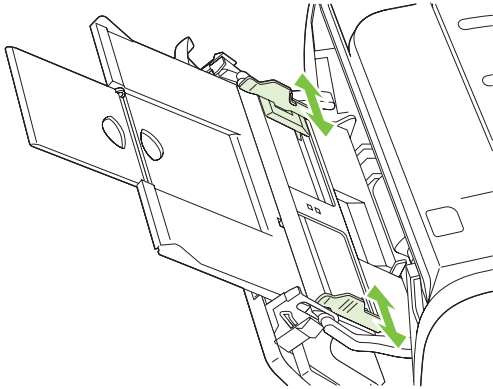
Tray	Single-sided printing	Envelope printing
Tray 1	Face-up Top edge leading into the product 	Front of envelope face-up Short edge with postage leading into the product 
Tray 2	Face-down Top edge at the front of the tray 	Use only Tray 1 for printing envelopes.

Tray 1

Tray 1 is accessed from the front of the printer.

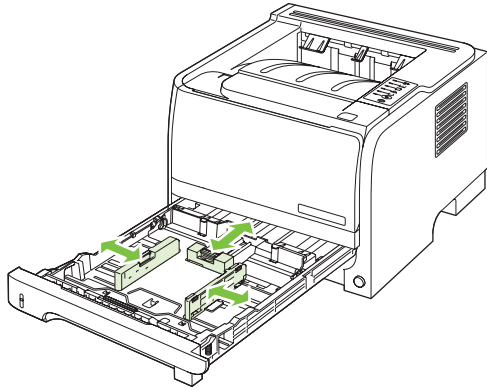



Media guides ensure that the media is correctly fed into the printer and that the print is not skewed (crooked on the media). When loading media, adjust the media guides to match the width of the media that you are using.



Tray 2

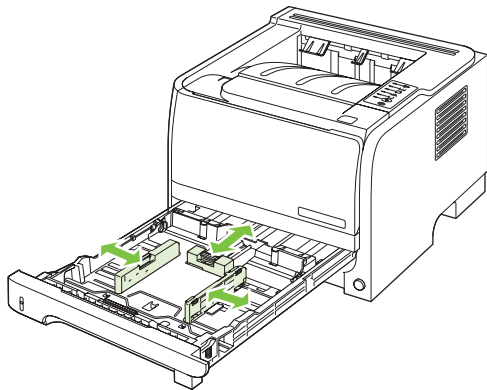
Media guides ensure that the media feeds correctly into the printer and that the print is not skewed. Tray 2 has side and rear media guides. When loading media, adjust the media guides to match the length and width of the media that you are using.



 **NOTE:** When you add new media, make sure that you remove all of the media from the input tray and straighten the stack of new media. This reduces jams by preventing multiple sheets of media from feeding through the printer at one time.

Load A6-size paper

When loading A6-size paper, adjust the length by sliding forward only the center panel of the rear media guide.



Manual feed

You can use manual feed when printing mixed media. For example, you can use manual feed to print an envelope, then a letter, then an envelope, and so on. Load envelopes in Tray 1 and load letterhead into Tray 2.

To print using manual feed, open the printer Properties or Printer Setup, and then select **Manual Feed (tray 1)** from the **Source Tray** drop-down list. After you have enabled manual feed, press the **Go** button to print.

Configure trays

Use either the printer driver or the embedded Web server to configure the trays for a particular paper type and size.

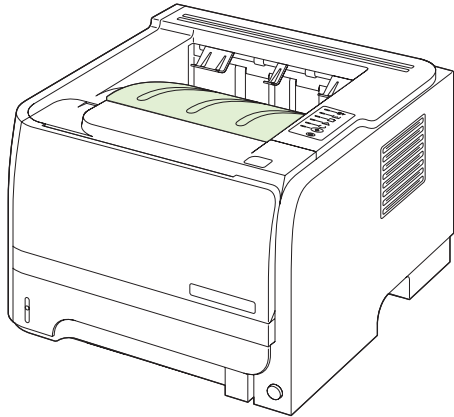
Printer driver	Click the Paper/Quality tab and select the type and size in the Paper Options area.
Embedded Web server	Click the Settings tab, and then click the Paper Handling option from the left-side pane.

Use paper output options

The product has two output locations: the top (standard) output bin and the straight-through paper path (rear output).

Print to the top (standard) output bin

The top output bin collects paper face-down, and in the correct order. The top output bin should be used for most print jobs, including transparencies. To use the top output bin, be sure that the straight-through paper path is closed. To avoid jams, do not open or close the straight-through paper path while the product is printing.



Print to the straight-through paper path (rear output)

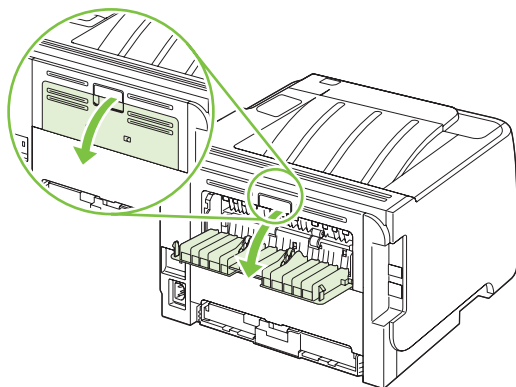
The product always uses the straight-through paper path if it is open. Paper exits face-up, with the last page on top (reverse order).

Printing from Tray 1 to the rear output provides the straightest path. Opening the straight-through paper path might improve performance with the following paper types:

- Envelopes
- Labels
- Small custom-size paper
- Postcards
- Paper heavier than 120 g/m² (32 lb)

To open the straight-through paper path, grasp the handle at the top of the rear door, and pull the door down.

 **NOTE:** Be sure to open the straight-through paper path, not the jam-release door.



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