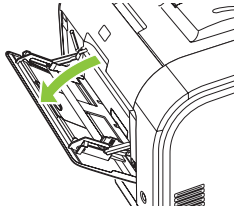
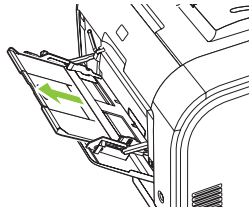
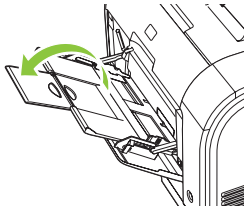
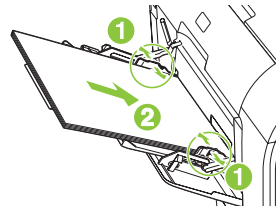


HP Color LaserJet CM2320 MFP Series – Manage and Maintain



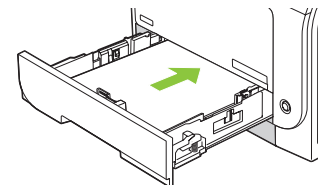
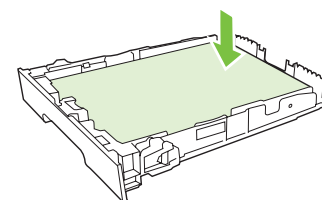
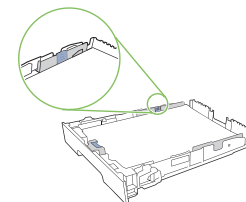
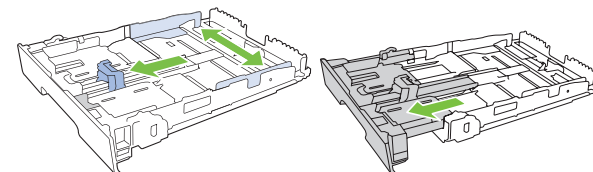
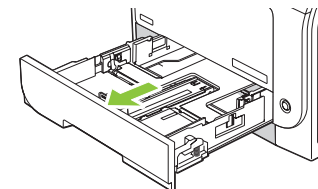
Load paper and print media

How do I?	Steps to perform
Load paper and print media Tray 1 NOTE: Tray 1 holds up to 50 sheets of 75 g/m2 (20 lb) media or five envelopes, ten transparencies, or ten cards. You can use tray 1 to print the first page on media different from the remainder of the document.	1 Open tray 1.  2 If loading long sheets of media, pull out the extension tray.  3 If necessary, flip out the extension.  4 Extend the paper guides fully (callout 1) and then load the media stack into tray 1 (callout 2). Adjust the paper guides to the size of the paper. 





How do I?	Steps to perform
Load paper and print media (continued) Tray 2 or 3	1 Pull the tray out of the product. 2 Slide open the paper length and width guides. To load Legal-size paper, extend the tray by pressing and holding the extension tab while pulling the front of the tray toward you. 3 Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper. 4 Push down on the paper to make sure that the paper stack is below the paper limit tabs on the side of the tray. 5 Slide the tray into the product.



HP Color LaserJet CM2320 MFP Series – Manage and Maintain



Replace print cartridges

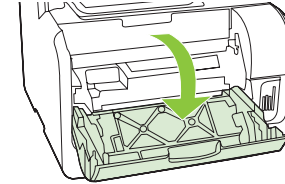
How do I?

Replace print cartridges

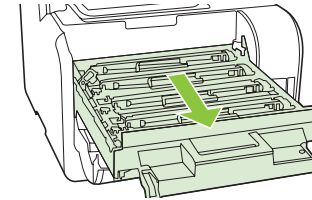
CAUTION: If toner gets on any clothing, wipe it off with a dry cloth and wash the clothing in cold water. *Hot water sets toner into the fabric.*

Steps to perform

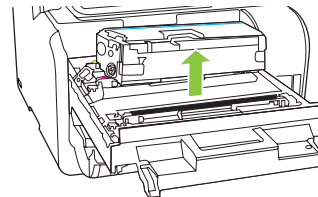
1 Open the front door.



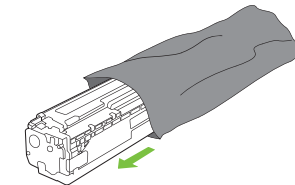
2 Pull out the print-cartridge drawer.



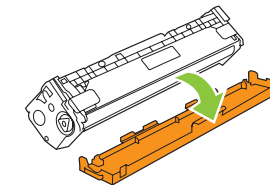
3 Grasp the handle on the old print cartridge and then pull the cartridge straight up to remove it.



4 Remove the new print cartridge from the packaging.



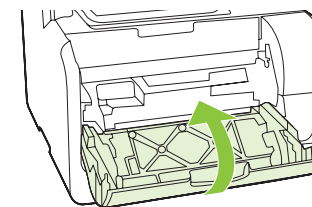
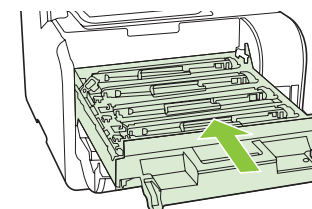
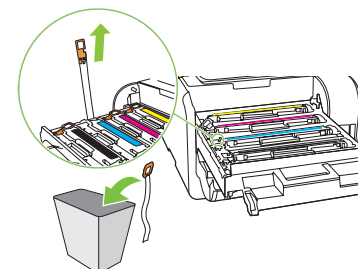
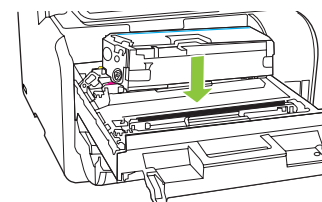
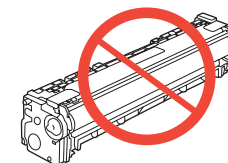
5 Remove the orange, plastic shield from the bottom of the new print cartridge.



HP Color LaserJet CM2320 MFP Series – Manage and Maintain



How do I?	Steps to perform
Replace print cartridges (continued)	CAUTION: Do not touch the imaging drum on the bottom of the print cartridge. Fingerprints on the imaging drum can cause print-quality problems. 6 Insert the new print cartridge into the product. 7 Pull the tab on the left side of the print cartridge straight up to completely remove the sealing tape. Discard the sealing tape. 8 Close the print-cartridge drawer. 9 Close the front door. 10 Place the old print cartridge in the box for the new print cartridge. Follow the recycling instructions that are included in the box.



HP Color LaserJet CM2320 MFP Series – Clear Jams



Clear paper jams

How do I?

Clear jams from the ADF

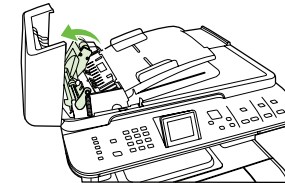
You are notified of a media jam by the **Doc feeder jam Clear, Reload** message that appears on the product control-panel display.

Steps to perform

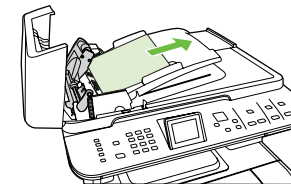
1 Open the ADF cover. Verify that any shipping tape inside the ADF has been removed.



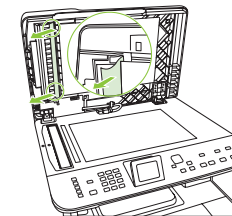
2 Lifting the green lever, rotate the pick mechanism until it stays open.



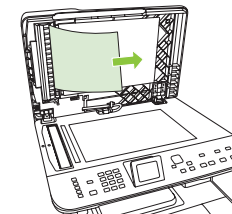
3 Gently try to remove the page without tearing it. If you feel resistance, go to the next step.



4 Open the ADF lid and gently loosen the media by using both hands.

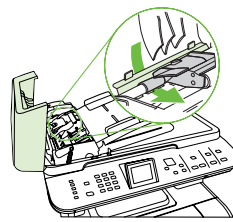
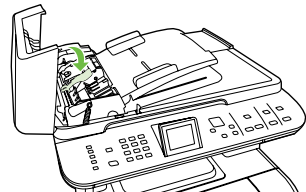
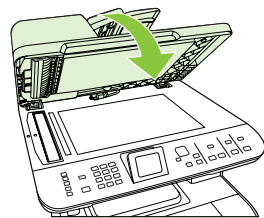
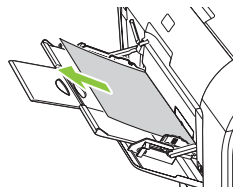


5 When the media is free, gently pull it out in the direction shown.



HP Color LaserJet CM2320 MFP Series – Clear Jams

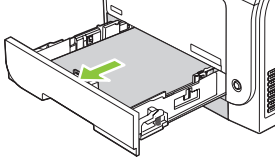
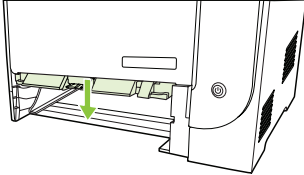
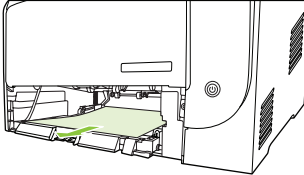
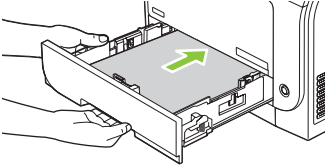
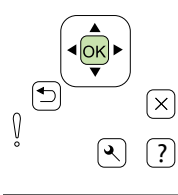


How do I?	Steps to perform
Clear jams from the ADF (continued)	6 Close the lid to the flatbed scanner. 7 Lower the green lever. 8 Reinstall the cleanout part by inserting it as shown. Push down on the two tabs until the part snaps into place. Install the cleanout part correctly, because future jamming might occur if the cleanout part is not replaced correctly. 9 Close the ADF lid. 
Clear jams in tray 1	1 Pull the jammed sheet from tray 1. If paper has entered far enough into tray 1, remove tray 2, drop the tray 1 plate down, and then remove the paper from the opening. 



HP Color LaserJet CM2320 MFP Series – Clear Jams

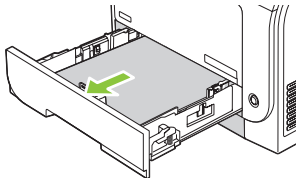
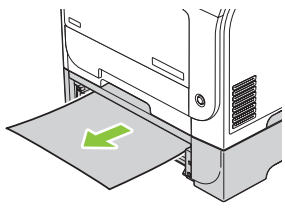
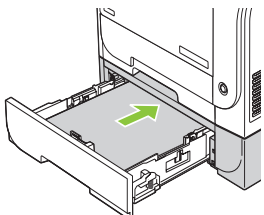
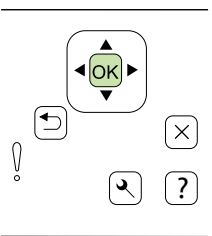


How do I?	Steps to perform
Clear jams in tray 2	1 Pull out tray 2 and place it on a flat surface.  2 Lower the jam-access tray.  3 Remove the jammed sheet by pulling it straight out.  4 Close the jam-access tray. 5 Replace tray 2.  6 Press OK to continue printing. 



HP Color LaserJet CM2320 MFP Series – Clear Jams



How do I?	Steps to perform
Clear jams in tray 3	1 Pull out tray 3 and place it on a flat surface.  2 Remove the jammed sheet by pulling it straight out.  3 Replace tray 3.  4 Press OK to continue printing. 



HP Color LaserJet CM2320 MFP Series – Clear Jams



How do I?	Steps to perform
Clear jams in fuser area NOTE: If the sheet tears, make sure that all fragments are removed before you resume printing. Do not use sharp objects to remove fragments.	1 Open the rear door. 2 If necessary, push the guide (callout 1) and remove any visible paper (callout 2) from the bottom of the delivery area. 3 Close the rear door.
Clear jams in output bin	1 Look for jammed paper in the output bin area. 2 Remove any visible media. With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product. If the sheet tears, make sure that all fragments are removed before resuming printing. 3 Open and then close the rear door to clear the message.



HP Color LaserJet CM2320 MFP Series – Clear Jams

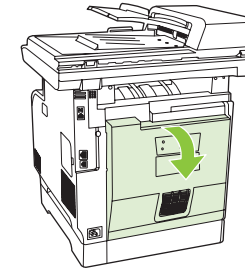


How do I?

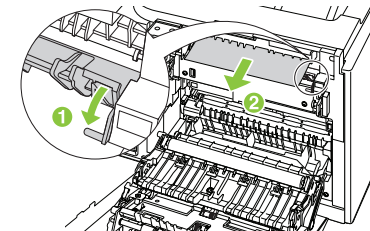
Clear jams in duplexer (duplexing models only)

Steps to perform

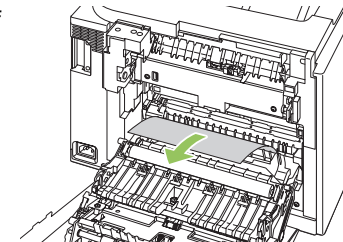
1 Open the rear door.



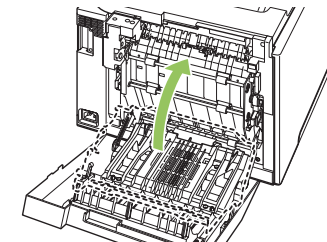
2 If necessary, pull the guide (callout 1) and remove any visible paper (callout 2) from the bottom of the delivery area.



3 If necessary, remove any visible paper from bottom side of the duplexing unit.

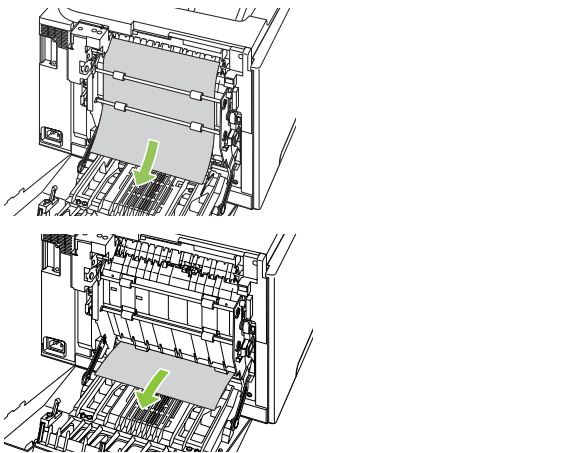


4 If you can not see any jammed paper, lift the duplexing unit using the tab on the side of the duplexing unit.



HP Color LaserJet CM2320 MFP Series – Clear Jams



How do I?	Steps to perform
Clear jams in duplexer (duplexing models only) (continued)	5 If you can see the trailing edge of the paper, remove the paper from the product. 6 If you can see the leading edge of the paper, remove it from the product. 7 Close the rear door. 





Clean the paper path

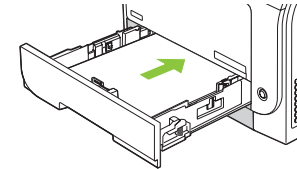
How do I?

Clean the paper path from the product control panel

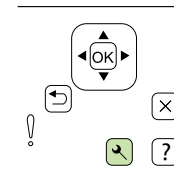
Steps to perform

Use HP ToolboxFX to clean the paper path. If you do not have access to HP ToolboxFX, you can print and use a cleaning page from the product control panel.

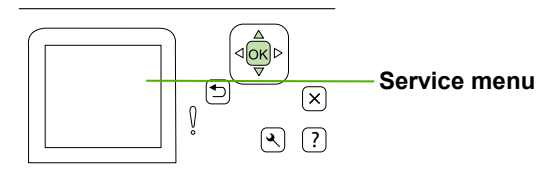
- 1 Make sure that the product is turned on and in the Ready state, and that media is loaded in tray 1 or tray 2.



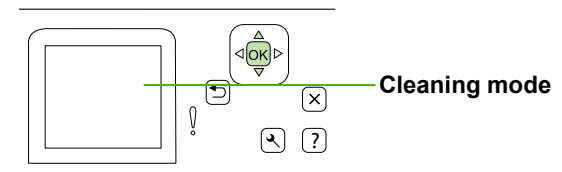
- 2 Press **Setup**.



- 3 Use the arrow buttons to find the **Service menu**, and then press **OK**.



- 4 Use the arrow buttons to find **Cleaning mode**, and then press **OK**.



- 5 Load plain letter or A4 paper when you are prompted.

- 6 Press **OK** again to confirm and begin the cleaning process.

A page feeds through the product slowly. Discard the page when the process is completed.

