HP LaserJet P2050 Series Printer – Manage and Maintain



Fill paper trays

How do I?	Steps to perform	
Load trays Paper orientation for loading trays	Tray 1 Face-up Top edge leading into the product 	
	 Tray 2 and optional Tray 3 Face down Top edge at the front of the tray 	
	 Envelope printing Use only Tray 1 for printing envelopes Front of envelope face-up Short edge with postage leading into the printer 	
Tray 1	 Tray 1 is accessed from the front of the printer. 	
	Media guides ensure that the media is correctly fed into the product 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.	





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How do I?	Steps to perform
Load trays (continued) Tray 2 and optional Tray 3	 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.





Tray and bin capacity

How do I?	Steps to perform	
Tray 1	 Paper Maximum stack height: 5 mm (0.3 inch) Equivalent to 50 sheets of 75 g/ m₂ (20 lb) bond 	N° CA
	Envelopes • Up to 10 envelopes	
	Labels • Maximum stack height: 5 mm (0.3 inch)	
	Transparencies Maximum stack height: 5 mm (0.3 inch)	
Tray 2	 Paper Equivalent to 250 sheets of 75 g/m2 (20 lb) bond Maximum stack height for A6 paper: 15 mm (0.59 inch) 	
	Transparencies Maximum stack height: 26 mm (1.0 inch)	
Optional 500-sheet Tray 3	 Paper Equivalent to 500 sheets of 75 g/m2 (20 lb) bond Maximum stack height for A6 paper: 40 mm (1.6 inches) 	
	Transparencies • Maximum stack height: 54 mm (2.1 inches)	
Standard top bin	Paper • Up to 125 sheets of 75 g/m2 (20lb) bond	







Replace print cartridges

How do I?	Steps to perform	
Replace print cartridges	Push the button to open the print-cartridge door, and then remove the print cartridge.	
	2 Remove the new print cartridge from the bag. Place the used print cartridge in the bag for recycling.	
	3 Bend the tab on the left side of the cartridge until the tab breaks loose. Pull the tab until all the tape is removed from the cartridge. Place the tab and tape in the print-cartridge box to return for recycling.	
CAUTION: Do not touch the shutter or the surface of the roller.	4 Grasp both sides of the print cartridge and distribute the toner by gently rocking the print cartridge.	





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How do I?	Steps to perform
Replace print cartridges (continued)	5 Align the print cartridge with the tracks inside the product, insert the print cartridge until it is firmly seated, and then close the print-cartridge door.
	6 Installation is complete. Place the used print cartridge in the box in which the new cartridge arrived. See the enclosed recycling guide for recycling instructions.





Clear jams

How do I?	Steps to perform
Internal areas	When clearing jams, be careful not to tear jammed paper. If a small piece of paper remains in the product, it could cause additional jams.
Print-cartridge area and paper path	1 Push the button to open the print-cartridge door, and then remove the print cartridge.
CAUTION: Before clearing jams, turn the product off and disconnect the power cord.	2 If jammed paper is visible, grasp it with both hands and slowly pull it out of the product.
CAUTION: To prevent damage, do not expose the print cartridge to light. Cover it with a piece of paper.	3 Replace the print-cartridge, and close the print-cartridge door.
	4 If no paper was jammed inside the print-cartridge door, open the jam-release door at the back of the product.







How do I?	Steps to perform
Internal areas (continued)	5 If jammed paper is visible, grasp it with both hands and slowly pull it out of the product.
	6 Close the jam-release door.
Duplex paper path	1 At the front of the product, remove Tray 2.
	2 Push down on the green lever to release the duplex paper-path door on the front of the product.





How do I?	Steps to perform	
Duplex paper path (continued)	3 Check for jammed paper at the front of the product. With both hands, grasp the jammed paper and slowly pull it out of the product.	
	4 Push up on the duplex paper-path door to close it.	
	5 Replace Tray 2.	
	6 Open the duplex jam-release door on the back of the product.	





How do I?	Steps to perform
Duplex paper path (continued)	7 Check for jammed paper at the back of the product. With both hands, grasp the jammed paper and slowly pull it out of the product.
	8 Close the jam-release door.
Input trays	1 Push the button to open the print-cartridge door, and then remove the print cartridge.
Tray 1	
CAUTION: To prevent damage, do not expose the print cartridge to light. Cover it with a piece of paper.	2 Lift the Tray 1 roller cover, grasp the jammed paper, and slowly pull it out of the product.





How do I?	Steps to perform	
Input trays (continued)	3 Replace the print-cartridge, and close the print-cartridge door.	
Tray 2	1 Open the tray.	
	2 With both hands, grasp the jammed paper and slowly pull it out of the product.	
	3 Close the tray.	





How do I?	Steps to perform	
Input trays (continued)	4 If no jammed paper is visible in the tray area, open the print-cartridge door, remove the print cartridge, and pull down the upper media guide. With both hands, grasp the jammed paper and slowly pull it out of the product.	
	5 Replace the print-cartridge, and close the print-cartridge door.	
Tray 3	1 Remove Tray 2 and Tray 3.	
	2 With both hands, grasp the jammed paper and slowly pull it out of the product.	





How do I?	Steps to perform	
Input trays (continued)	3 Replace the trays.	
	4 If no jammed paper is visible in the tray area, open the print-cartridge door, remove the print cartridge, and pull down the upper media guide. With both hands, grasp the jammed paper and slowly pull it out of the product.	
	5 Replace the print-cartridge, and close the print-cartridge door.	
Output bins CAUTION: To avoid damaging the product, do not attempt to clear a jam in the top output bin by pulling the paper straight out.	1 At the back of the product, open the jam-release door.	







How do I?	Steps to perform
Output bins (continued)	2 With both hands, grasp the jammed paper and slowly pull it out of the product.
	3 Close the jam-release door.



