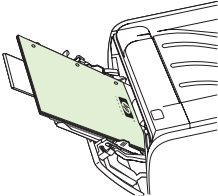
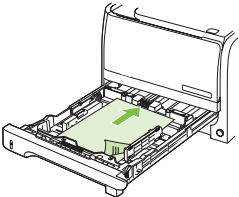
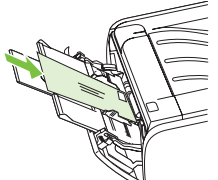
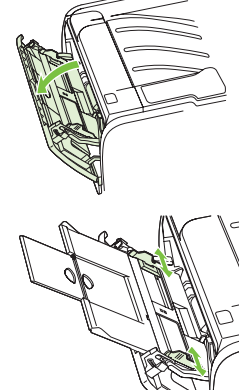


Fill paper trays

How do I?	Steps to perform
Load paper and print media Paper orientation for loading trays	Tray 1 • Face-up • Top edge leading into the product  Tray 2 • 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 product 
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. 



HP LaserJet P2030 Series Printer – Manage and Maintain



How do I?	Steps to perform
Load paper and print media (continued) Load Tray 2	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	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. When loading A6-size paper, adjust the length by sliding forward only the center panel of the rear media guide.

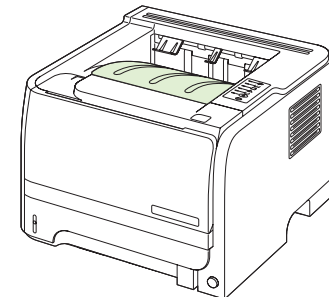
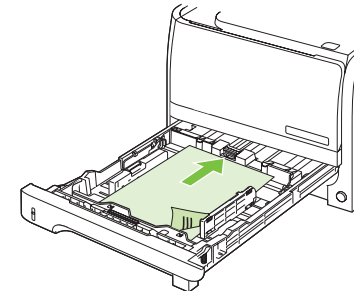
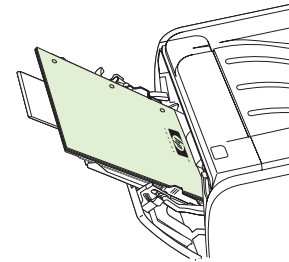


HP LaserJet P2030 Series Printer – Manage and Maintain

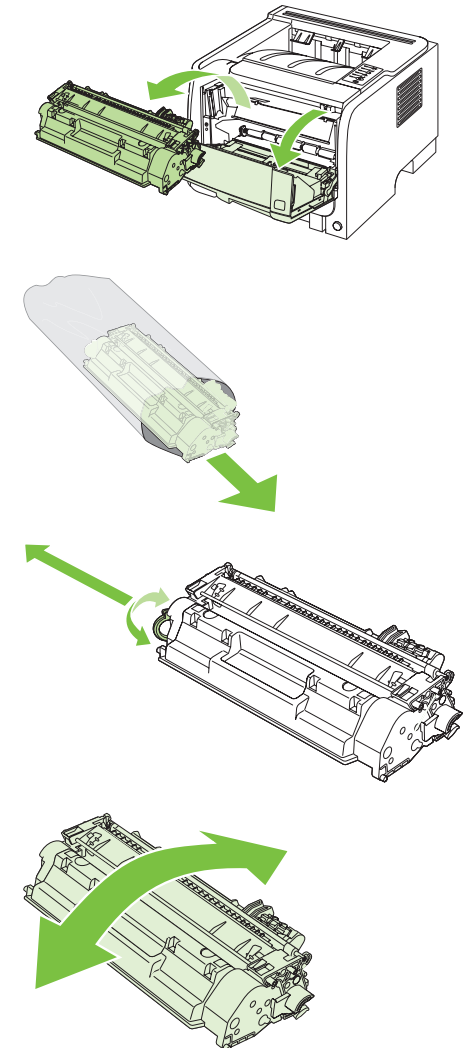


Tray and bin capacity

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
	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)
Standard top bin	Paper	Up to 125 sheets of 75 g/m² (20lb) bond

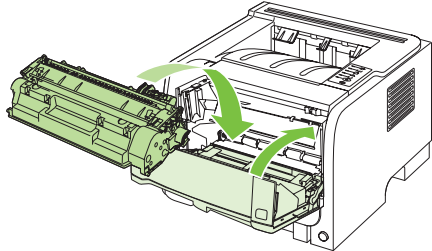


Replace print cartridges

How do I?	Steps to perform
Replace print cartridges CAUTION: Do not touch the shutter or the surface of the roller.	1 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. 4 Grasp both sides of the print cartridge and distribute the toner by gently rocking the print cartridge. 





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. 

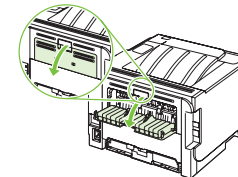
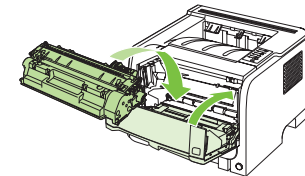
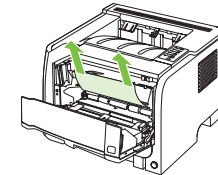
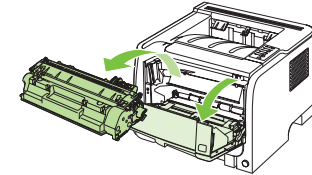


HP LaserJet P2030 Series Printer – Clear Jams



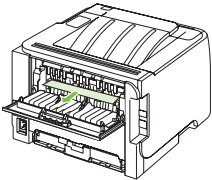
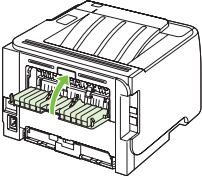
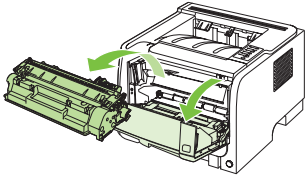
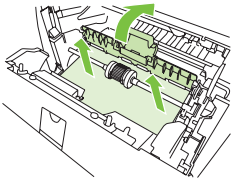
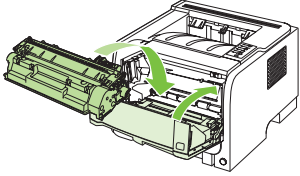
Clear paper jams

How do I?	Steps to perform
Clear jams from internal areas Print-cartridge area and paper path CAUTION: Before clearing jams, turn the product off and disconnect the power cord. CAUTION: To prevent damage, do not expose the print cartridge to light. Cover it with a piece of paper.	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. 1 Push the button to open the print-cartridge door, and then remove the print cartridge. 2 If jammed paper is visible, grasp it with both hands and slowly pull it out of the product. 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.



HP LaserJet P2030 Series Printer – Clear Jams

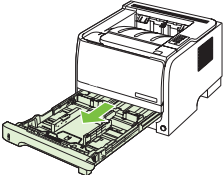
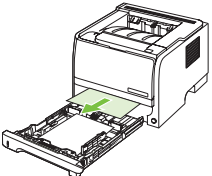
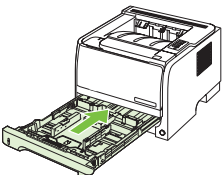
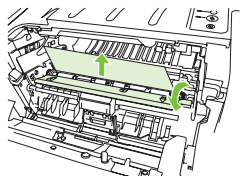
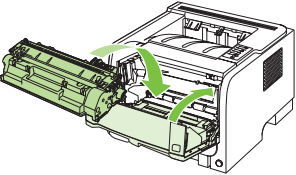


How do I?	Steps to perform
Clear jams from internal areas (continued)	5 If jammed paper is visible, grasp it with both hands and slowly pull it out of the product. 6 Close the jam-release door.  
Clear jams from the input-tray areas Tray 1 CAUTION: To prevent damage, do not expose the print cartridge to light. Cover it with a piece of paper.	1 Push the button to open the print-cartridge door, and then remove the print cartridge. 2 Lift the Tray 1 roller cover, grasp the jammed paper, and slowly pull it out of the product. 3 Replace the print-cartridge, and close the print-cartridge door.   



HP LaserJet P2030 Series Printer – Clear Jams



How do I?	Steps to perform
Clear jams from the input-tray areas (continued) 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.  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. 



HP LaserJet P2030 Series Printer – Clear Jams



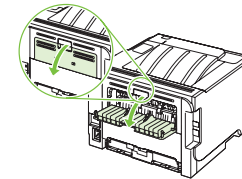
How do I?

Clear jams from the output bins

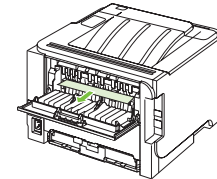
CAUTION: To avoid damaging the product, do not attempt to clear a jam in the top output bin by pulling the paper straight out.

Steps to perform

1 At the back of the product, open the jam-release door.



2 With both hands, grasp the jammed paper and slowly pull it out of the product.



3 Close the jam-release door.

