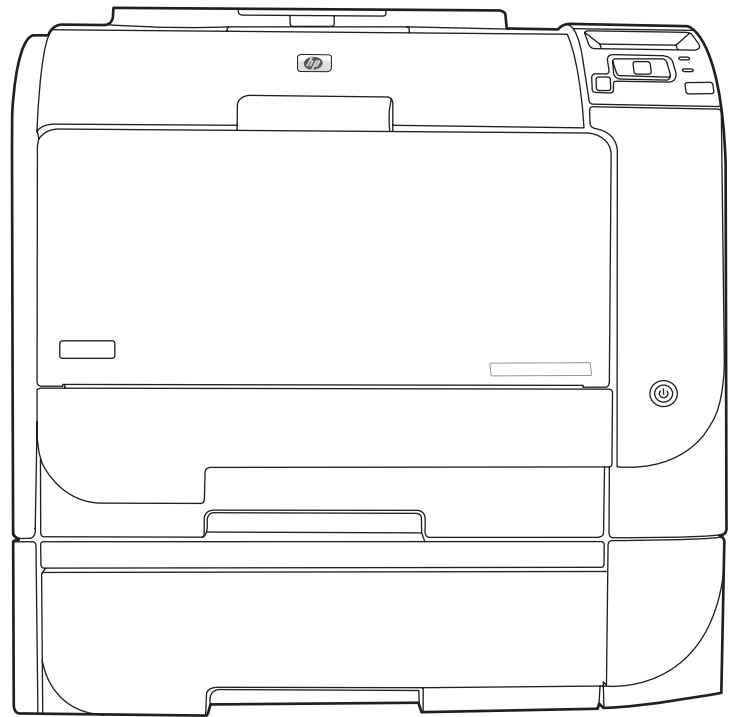


HP Color LaserJet CP2020 Series Paper and Print Media Guide



HP Color LaserJet CP2020 Series

Paper and Print Media Guide



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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 print results, select the appropriate paper size and type in your print driver before printing.

Table 1 Supported paper and print media sizes

Size	Dimensions	Tray 1	Tray 2 or optional tray 3
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)	✓	✓
Executive	184 x 267 mm (7.24 x 10.51 inches)	✓	✓
A3	297 x 420 mm (11.69 x 16.54 inches)		
A5	148 x 210 mm (5.83 x 8.27 inches)	✓	✓
A6	105 x 148 mm (4.13 x 5.83 inches)	✓	✓
B4 (JIS)	257 x 364 mm (10.12 x 14.33 inches)		
B5 (JIS)	182 x 257 mm (7.17 x 10.12 inches)	✓	✓
B5 (ISO)	176 x 250 mm (6.93 x 9.84 inches)		
B6 (ISO)	125 x 176 mm (4.92 x 6.93 inches)		
16k	184 x 260 mm (7.24 x 10.23 inches)		
	195 x 270 mm (7.68 x 10.62 inches)	✓	✓
	197 x 273 mm (7.75 x 10.75 inches)		
8.5 x 13	216 x 330 mm (8.5 x 13 inches)	✓	✓
4 x 6	107 x 152 mm (4 x 6 inches)	✓	✓
5 x 8	127 x 203 mm (5 x 8 inches)	✓	✓
10 x 15 cm	100 x 150 mm (3.9 x 5.9 inches)	✓	✓
Custom	(76 - 216) x (127 - 356) mm ((3 - 8.5) x (5 - 14) inches)	✓	✓

Table 2 Supported envelopes and postcards

Size	Dimensions	Tray 1	Tray 2
Envelope #10	105 x 241 mm (4.13 x 9.49 inches)	✓	✓
Envelope DL	110 x 220 mm (4.33 x 8.66 inches)	✓	✓

Table 2 Supported envelopes and postcards (continued)

Size	Dimensions	Tray 1	Tray 2
Envelope C5	162 x 229 mm (6.93 x 9.84 inches)	✓	✓
Envelope B5	176 x 250 mm (6.7 x 9.8 inches)	✓	✓
Envelope Monarch	98 x 191 mm (3.9 x 7.5 inches)	✓	✓
Postcard	100 x 148 mm (3.94 x 5.83 inches)	✓	✓
Double postcard	148 x 200 mm (5.83 x 7.87 inches)	✓	✓

Supported paper types and tray capacity

Media type	Dimensions ¹	Weight	Capacity ²	Paper orientation
Paper, including the following types: <ul style="list-style-type: none"> • Plain • Letterhead • Color • Preprinted • Prepunched • Recycled 	Minimum: 76 x 127 mm (3 x 5 inches) Maximum: 216 x 356 mm (8.5 x 14 inches)	60 to 90 g/m ² (16 to 24 lb)	Tray 1: up to 50 sheets Trays 2 and 3: up to 250 sheets of 75 g/m ² (20 lb bond)	Side to be printed on face-up, with the top edge at the back of the tray
Thick paper	Same as for paper	Up to 200 g/m ² (53 lb)	Tray 1: single sheet only Trays 2 and 3: up to 25 mm (0.98 inch) stack height	Side to be printed on face-up, with the top edge at the back of the tray
Cover paper	Same as for paper	Up to 200 g/m ² (53 lb)	Tray 1: single sheet only Trays 2 and 3: up to 25 mm (.98 inch) stack height	Side to be printed on face-up, with the top edge at the back of the tray
Glossy paper Photo paper	Same as for paper	Up to 220 g/m ² (59 lb)	Tray 1: single sheet only Trays 2 and 3: up to 25 mm (.98 inch) stack height	Side to be printed on face-up, with the top edge at the back of the tray
Transparencies	A4 or Letter	Thickness: 0.12 to 0.13 mm (4.7 to 5.1 mils)	Tray 1: single sheet only Trays 2 and 3: up to 25 mm (.98 inch) stack height	Side to be printed on face-up, with the top edge at the back of the tray
Labels ³	A4 or Letter	Thickness: up to 0.23 mm (9 mils)	Tray 1: single sheet only Trays 2 and 3: up to 25 mm (.98 inch) stack height	Side to be printed on face-up, with the top edge at the back of the tray
Envelopes	<ul style="list-style-type: none"> • COM 10 • Monarch • DL • C5 • B5 	Up to 90 g/m ² (24 lb)	Tray 1: up to 10 envelopes Trays 2 and 3: up to 30 envelopes	Side to be printed on face-up, with the stamp-end at the back of the tray
Postcards or index cards	100 x 148 mm (3.9 x 5.8 inches)		Tray 1: single sheet only	Side to be printed on face-up, with the top edge at the back of the tray

Media type	Dimensions ¹	Weight	Capacity ²	Paper orientation
			Trays 2 and 3: up to 25 mm (.98 inch) stack height	

¹ The product supports a wide range of standard and custom sizes of print media. Check the printer driver for supported sizes.

² Capacity can vary depending on media weight and thickness, and environmental conditions.

³ Smoothness: 100 to 250 (Sheffield)

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.

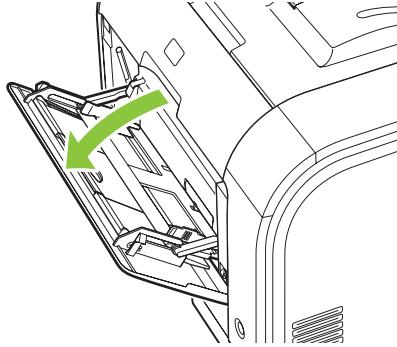
△ **CAUTION:** HP LaserJet printers use fusers to bond dry toner particles to the paper in very precise dots. HP laser paper is designed to withstand this extreme heat. Using inkjet paper not designed for this technology could damage your printer.

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.

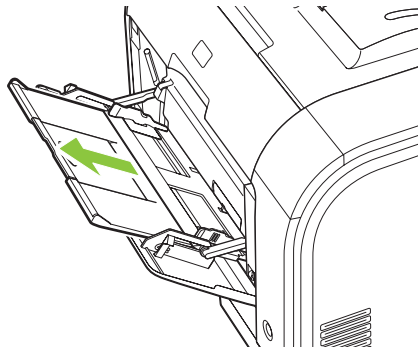
Load paper and print media

Load tray 1

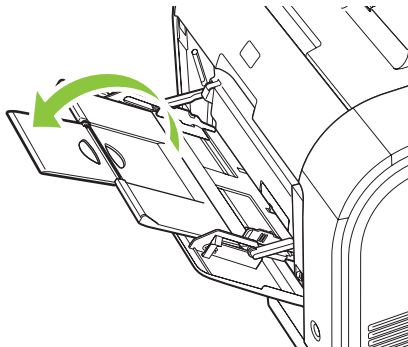
1. Open tray 1.



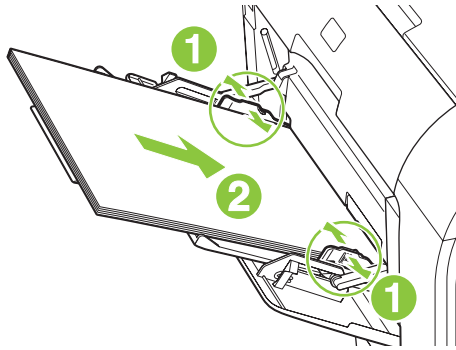
2. If loading long sheets of media, pull out the extension tray.




3. If necessary, flip out the extension.



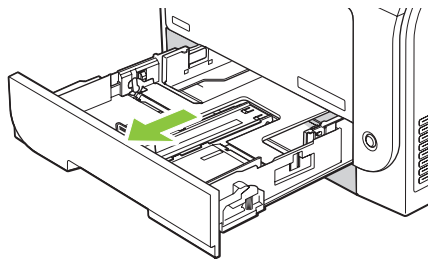
4. Extend the paper guides fully (callout 1) and then load the media stack into tray 1 (callout 2). Adjust the paper guides to the size of the paper.



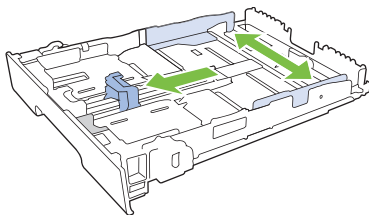
 **NOTE:** Place the media into tray 1 with the side to be printed on face-up and the top toward the product.

Load tray 2 or 3

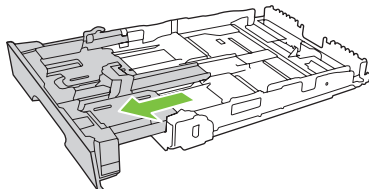
1. Pull the tray out of the product.




2. Slide open the paper length and width guides.

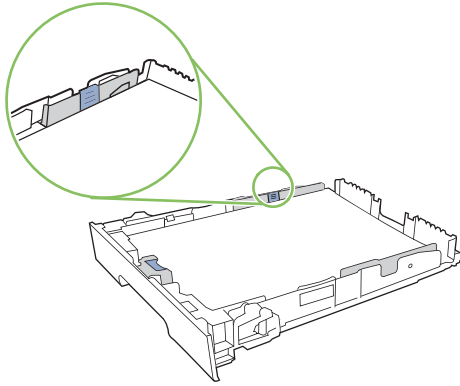


- To load Legal-size paper, extend the tray by pressing and holding the extension tab while pulling the front of the tray toward you.

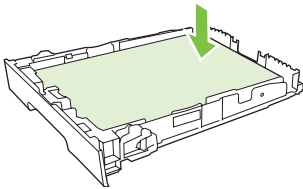


 **NOTE:** When it is loaded with Legal-size paper, the tray extends from the front of the product approximately 64 mm (2.5 inches).

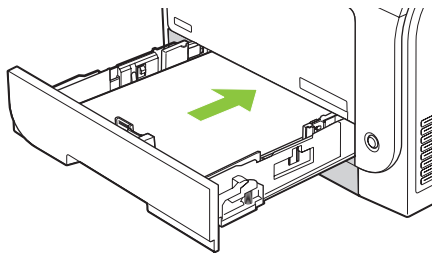
3. Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper.



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.



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