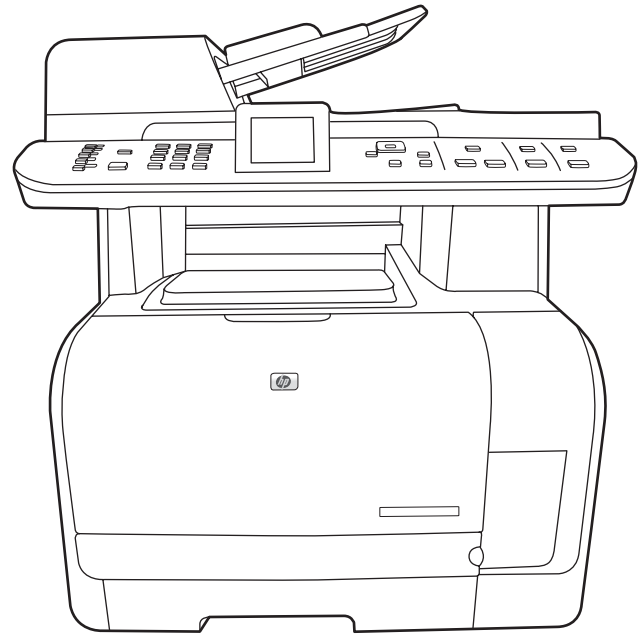
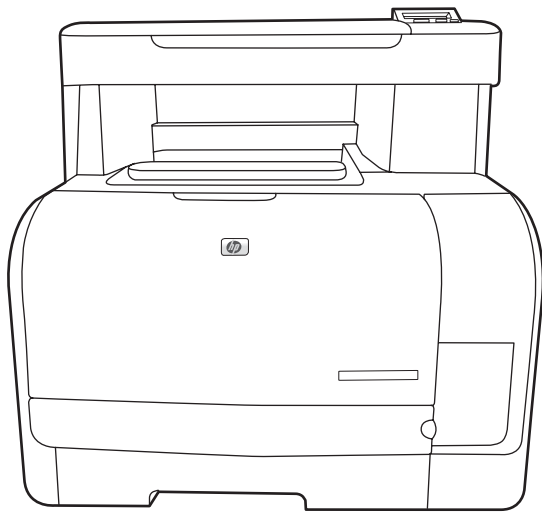


# HP Color LaserJet CM1312 MFP Series Paper and Print Media Guide





# HP Color LaserJet CM1312 MFP Series

## 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.

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△ **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.

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# 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 the print driver before printing.

**Table 1 Supported paper and print media sizes**

Size	Dimensions	Tray 1
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)	✓
B5 (JIS)	182 x 257 mm (7.17 x 10.12 inches)	✓
16k	197 x 273 mm (7.75 x 10.75 inches)	✓
16k	195 x 270 mm (7.7 x 10.6 inches)	✓
16k	184 x 260 mm (7.25 x 10.25 inches)	✓
8.5 x 13	216 x 330 mm (8.5 x 13 inches)	✓
4 x 6 <sup>1</sup>	107 x 152 mm (4 x 6 inches)	✓
5 x 8 <sup>1</sup>	127 x 203 mm (5 x 8 inches)	✓
10 x 15 cm <sup>1</sup>	100 x 150 mm (3.9 x 5.9 inches)	✓
Custom	Minimum—76 x 127 mm (3 x 5 inches); Maximum—216 x 356 mm (8.5 x 14 inches)	✓

<sup>1</sup> These sizes are supported as custom sizes.

**Table 2 Supported envelopes and postcards**

Size	Dimensions	Tray 1
Envelope #10	105 x 241 mm (4.13 x 9.49 inches)	✓
Envelope DL	110 x 220 mm (4.33 x 8.66 inches)	✓
Envelope C5	162 x 229 mm (6.33 x 9.01 inches)	✓

**Table 2 Supported envelopes and postcards (continued)**

Size	Dimensions	Tray 1
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 <sup>1</sup>	Weight	Capacity <sup>2</sup>	Paper orientation
Paper, including the following types: <ul style="list-style-type: none"> <li>• Plain</li> <li>• Letterhead</li> <li>• Color</li> <li>• Preprinted</li> <li>• Prepunched</li> <li>• Recycled</li> </ul>	Minimum: 76 x 127 mm (3 x 5 inches)  Maximum: 216 x 356 mm (8.5 x 14 inches)	60 to 90 g/m <sup>2</sup> (16 to 24 lb)	Up to 150 sheets  75 g/m <sup>2</sup> (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 <sup>2</sup> (53 lb)	Up to 15 mm (0.6 inches) 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 <sup>2</sup> (53 lb)	Up to 15 mm (0.6 inches) stack height	Side to be printed on face-up, with the top edge at the back of the tray
Glossy paper	Same as for paper	Up to 220 g/m <sup>2</sup> (59 lb)	Up to 15 mm (0.6 inches) 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)	Up to 50 sheets	Side to be printed on face-up, with the top edge at the back of the tray
Labels <sup>3</sup>	A4 or Letter	Thickness: up to 0.23 mm (9 mils)	Up to 50 sheets	Side to be printed on face-up, with the top edge at the back of the tray
Envelopes	<ul style="list-style-type: none"> <li>• COM 10</li> <li>• Monarch</li> <li>• DL</li> <li>• C5</li> <li>• B5</li> </ul>	Up to 90 g/m <sup>2</sup> (24 lb)	Up to 10 envelopes	Side to be printed on face-up, with the stamp-end at the back of the tray

Media type	Dimensions <sup>1</sup>	Weight	Capacity <sup>2</sup>	Paper orientation
Postcards or index cards	100 x 148 mm (3.9 x 5.8 inches)		Up to 50 sheets	Side to be printed on face-up, with the top edge at the back of the tray

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

<sup>2</sup> Capacity can vary depending on media weight and thickness, and environmental conditions.

<sup>3</sup> 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.

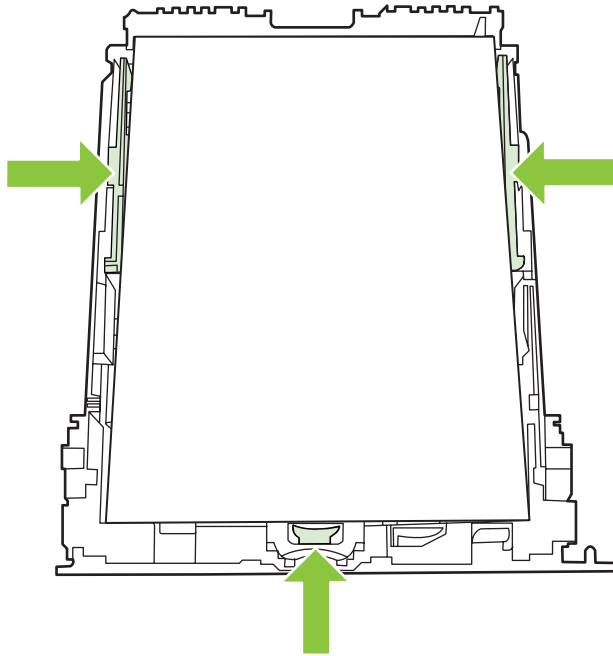
Media type	Do	Do not
Envelopes	<ul style="list-style-type: none"> <li>Store envelopes flat.</li> <li>Use envelopes where the seam extends all the way to the corner of the envelope.</li> <li>Use peel-off adhesive strips that are approved for use in laser printers.</li> </ul>	<ul style="list-style-type: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

# Load paper and print media


## Tray 1

Tray 1 holds up to 150 pages of 75 g/m<sup>2</sup> (20 lb) paper, or fewer pages of heavier media (15 mm (0.6 in)). Load media with the top forward and the side to be printed on facing down.

Media guides ensure that the media feeds correctly into the product and that the print is not skewed. Tray 1 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.



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 **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. Do not fan the media. This reduces jams by preventing multiple sheets of media from feeding through the product at one time.

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## Configure tray

When using tray 1 for a specific size of paper, you can set the default size for the tray in HP ToolboxFX or from the control panel. In HP ToolboxFX, select **Paper handling**, and then select the size for the tray.

To set the default paper size or type from the control panel, complete the following steps.

1. On the product control panel, press **Setup**.
2. Use the arrow buttons to select **System setup**, and then press **OK**.
3. Use the arrow keys to select **Paper setup**, and then press **OK**.
4. Use the arrow keys to select the tray to be configured, and then press **OK**.
5. Use the arrow keys to select either **Paper type** or **Paper size**, and then press **OK**.
6. Use the arrow keys to select a default type or size for the tray, and then press **OK**.





