

# HP Color LaserJet Enterprise 5700, 5800, 6700, 6701, 6800, 6801, X55745, X57945, X654, X677 - Load paper to Tray 1 (multipurpose tray)

The following information describes how to load paper in Tray 1.

---

**CAUTION:** To avoid jams, never add or remove paper from Tray 1 during printing.

---

## Load Tray 1 (multipurpose tray)

This tray holds up to 100 sheets of 75 grams per square meter (20 lb) paper, or 10 envelopes.

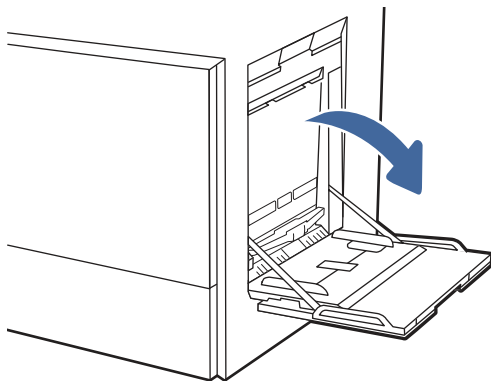
 [View a video of how to load paper in Tray 1](#)

---

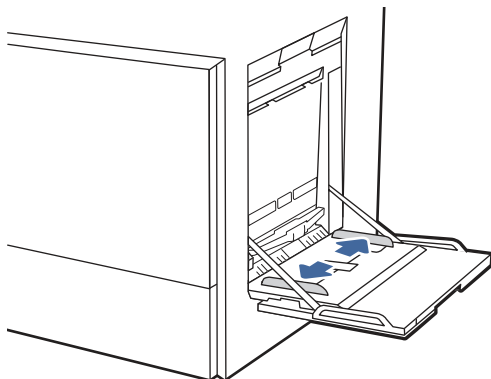
**NOTE:** Select the correct paper type in the print driver before printing.

---

1. Open Tray 1.



2. Pull out the tray extension to support the paper, if necessary.
3. Use the adjustment latch to spread the paper guides outward.

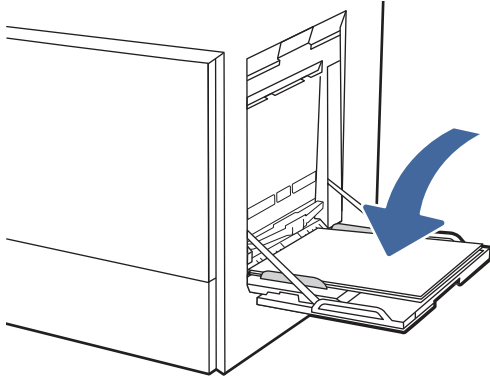


4. Load paper in the tray.

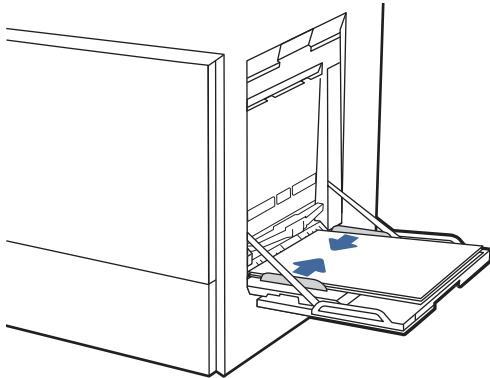
Make sure that the paper fits under the fill line on the paper guides.



**NOTE:** The maximum stack height is 10 mm (0.4 in), or approximately 100 sheets of 75 grams per square meter (20 lb) paper.



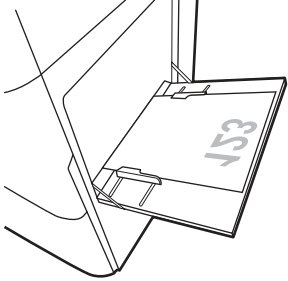
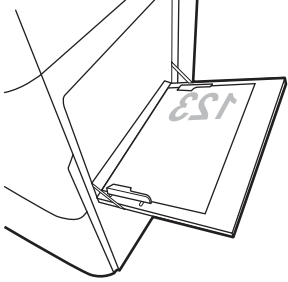
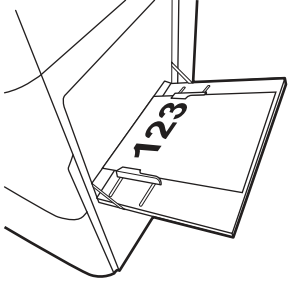
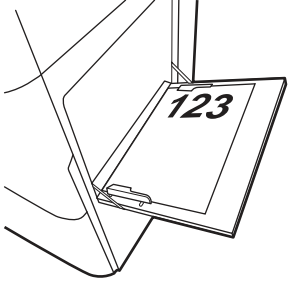
5. Using the adjustment latch, adjust the side guides so that they lightly touch the paper stack, but do not bend it.



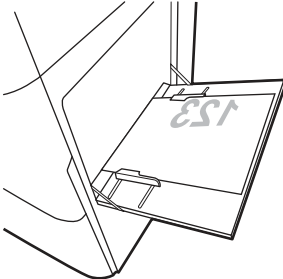
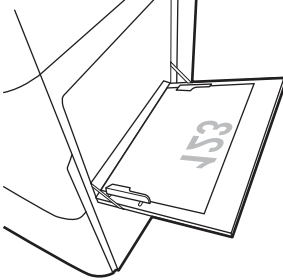
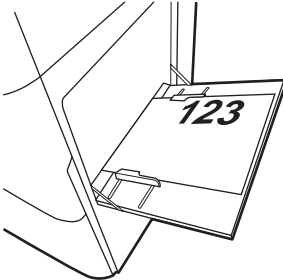
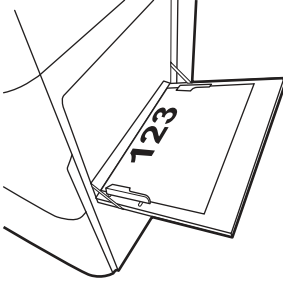
## Tray 1 (multipurpose tray) paper orientation

Position paper correctly in Tray 1 (multipurpose tray) to ensure the best print quality.

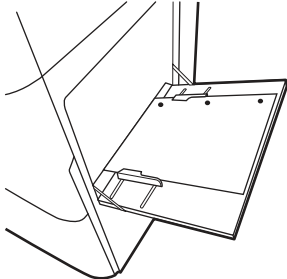
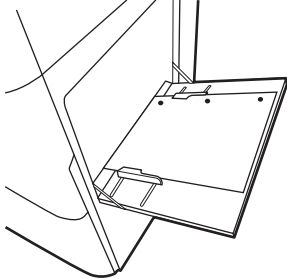
**Table 1** Letterhead or preprinted paper - Portrait

Duplex mode	How to load paper
<p>1-sided printing</p>	<p><b>Face-down</b></p> <p>Bottom edge leading into the printer</p>  <p>Right side of pre-printed image leading into the printer</p> 
<p>Automatic 2-sided printing or with Alternative Letterhead Mode enabled</p>	<p><b>Face-up</b></p> <p>Top edge leading into the printer</p>  <p>Left side of pre-printed image leading into the printer</p> 

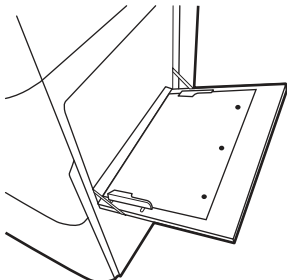
**Table 2** Letterhead or preprinted paper - Landscape

Duplex mode	How to load paper
1-sided printing	<p><b>Face-down</b></p> <p>Right edge of pre-printed image leading into the printer</p>  <p>Bottom edge leading into the printer</p> 
Automatic 2-sided printing or with Alternative Letterhead Mode enabled	<p><b>Face-up</b></p> <p>Left side of the pre-printed image leading into the printer</p>  <p>Top edge leading into the printer</p> 

**Table 3** Prepunched paper - Portrait

Duplex mode	How to load paper
1-sided printing	<p data-bbox="879 260 986 285"><b>Face-down</b></p> <p data-bbox="879 306 1214 331">Holes toward the back of the printer</p> 
Automatic 2-sided printing or with Alternative Letterhead Mode enabled	<p data-bbox="879 676 959 701"><b>Face-up</b></p> <p data-bbox="879 722 1214 747">Holes toward the back of the printer</p> 

**Table 4** Prepunched paper - Landscape

Duplex mode	How to load paper
1-sided printing	<p data-bbox="879 1243 986 1268"><b>Face-down</b></p> <p data-bbox="879 1289 1142 1314">Holes away from the printer</p> 

**Table 4** Prepunched paper - Landscape (continued)

<b>Duplex mode</b>	<b>How to load paper</b>
Automatic 2-sided printing or with Alternative Letterhead Mode enabled	<p><b>Face-up</b></p> <p>Holes towards the printer</p> 