

HP Color LaserJet Enterprise 5700, 5800, 6700, 6701, 6800, 6801, X55745, X57945, X654, X677 - Load paper to Tray 2

Review the following information about loading paper to Tray 2.

Load Tray 2 or the optional 550-sheet trays

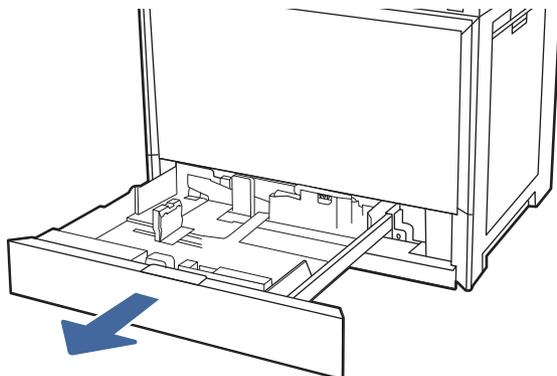
These trays hold up to 550 sheets of 75 grams per square meter (20 lb) paper.

 [View a video of how to load paper in Tray 2 and the optional trays](#)

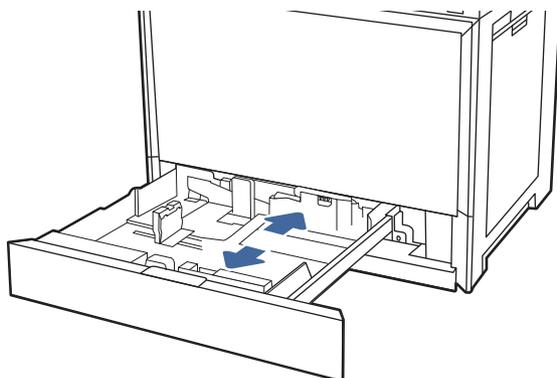
 **NOTE:** The procedure to load paper to Tray 2 or the optional 550-sheet trays is the same. Only Tray 2 is shown here.

1. Open the tray.

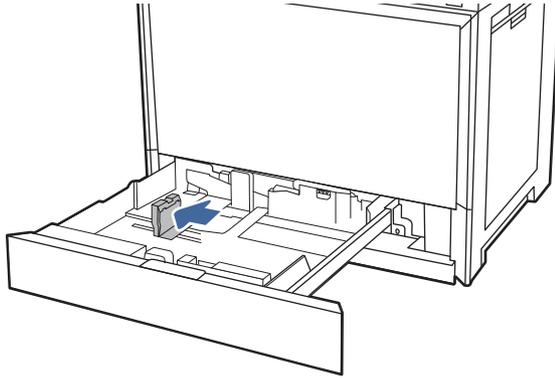
 **NOTE:** Do not open any tray while it is in use.



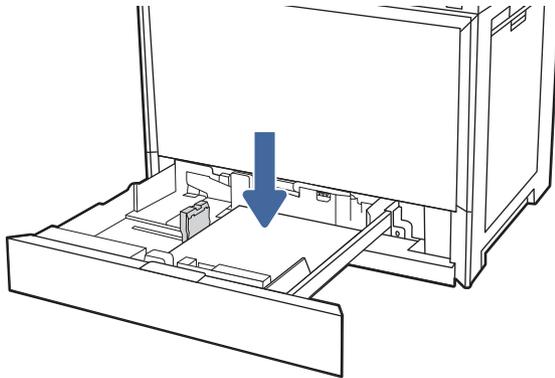
2. Before loading paper, adjust the paper-width guides by holding down the blue lock/unlock toggle switch on the rear paper-width guide, pinching the blue adjustment latch on the front paper-width guide, and then sliding the guides to the fully open position.



3. Adjust the paper-length guide by pushing in at the bottom of the blue adjustment latch while sliding the guide to the size of the paper being used.



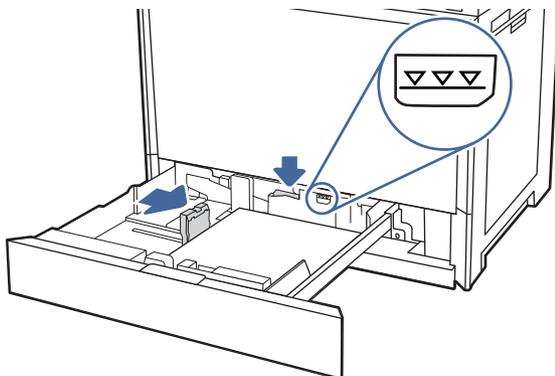
4. Load paper into the tray.



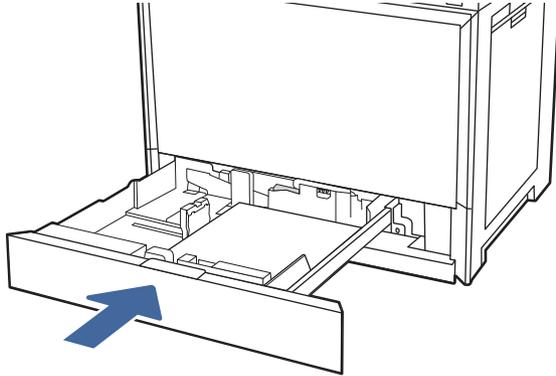
5. Adjust the paper-length and paper-width guides to the size of the paper being used. Check the paper to verify the guides lightly touch the stack, but do not bend it.

 **NOTE:** Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

 **NOTE:** To prevent jams, adjust the paper guides to the correct size and do not overfill the tray. Be sure that the top of the stack is below the tray full indicator.



6. Close the tray.



7. The tray configuration message displays on the printer control panel.
8. Select **OK** to accept the detected type and size, or select **Modify** to choose a different paper size or type.

For custom-size paper, specify the X and Y dimensions for the paper when the prompt displays on the printer control panel.

Tray 2 and the optional 550-sheet trays paper orientation

Position paper correctly in Tray 2 and the optional 550-sheet trays to ensure the best print quality.

Table 1 Letterhead or preprinted paper - Portrait

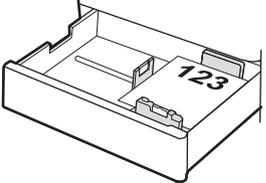
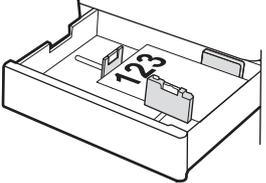
Duplex mode	How to load paper
1-sided printing	<p>Face-up</p> <p>Top edge at the back of the tray</p>  <p>Top edge at the left side of the tray</p> 

Table 1 Letterhead or preprinted paper - Portrait (continued)

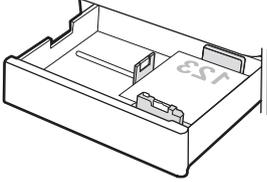
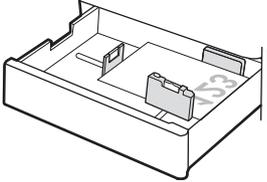
Duplex mode	How to load paper
Automatic 2-sided printing or with Alternative Letterhead Mode enabled	<p>Face-down</p> <p>Top edge at the back of the tray</p> <p>NOTE: This is the preferred orientation when printing on A4 or Letter.</p>  <p>Top edge at the right side of the tray</p> 

Table 2 Letterhead or preprinted paper - Landscape

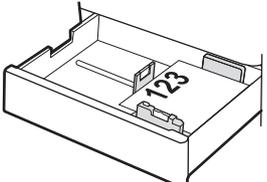
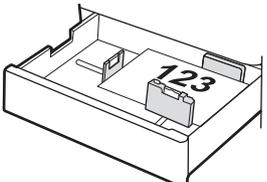
Duplex mode	How to load paper
1-sided printing	<p>Face-up</p> <p>Top edge at the left side of the tray</p>  <p>Top edge at the back of the tray</p> 

Table 2 Letterhead or preprinted paper - Landscape (continued)

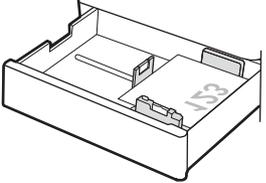
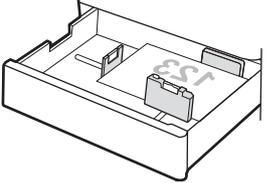
Duplex mode	How to load paper
Automatic 2-sided printing or with Alternative Letterhead Mode enabled	<p data-bbox="879 260 986 285">Face-down</p> <p data-bbox="879 308 1214 333">Top edge at the right side of the tray</p>  <p data-bbox="879 562 1174 588">Top edge at the back of the tray</p> 

Table 3 Prepunched paper - Portrait

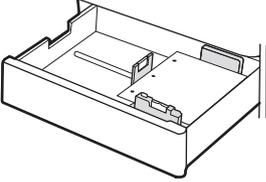
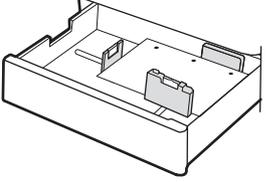
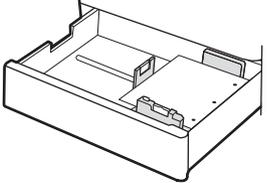
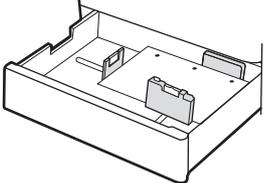
Duplex mode	How to load paper
1-sided printing	<p data-bbox="879 995 959 1020">Face-up</p> <p data-bbox="879 1043 1453 1098">Holes at the left side of the tray, with the top of the form at the rear of the printer</p>  <p data-bbox="879 1327 1142 1352">Holes at the back of the tray</p> 

Table 3 Prepunched paper - Portrait (continued)

Duplex mode	How to load paper
Automatic 2-sided printing or with Alternative Letterhead Mode enabled	<p>Face-down</p> <p>Holes at the right side of the tray</p>  <p>Holes at the back of the tray</p> 

Use alternative letterhead mode

Use the [Alternative Letterhead Mode](#) feature to load letterhead or preprinted paper into the tray the same way for all jobs, whether printing to one side of the sheet of paper or to both sides. When using this mode, load paper as for automatic duplex printing.

Enable Alternative Letterhead Mode by using the printer control-panel menus

Use the [Settings](#) menu to enable [Alternative Letterhead Mode](#).

1. From the Home screen on the printer control panel, open the [Settings](#) menu.
2. Open the following menus:
 - a. [Copy/Print](#) or [Print](#)
 - b. [Manage Trays](#)
 - c. [Alternative Letterhead Mode](#)
3. Select [On](#).