



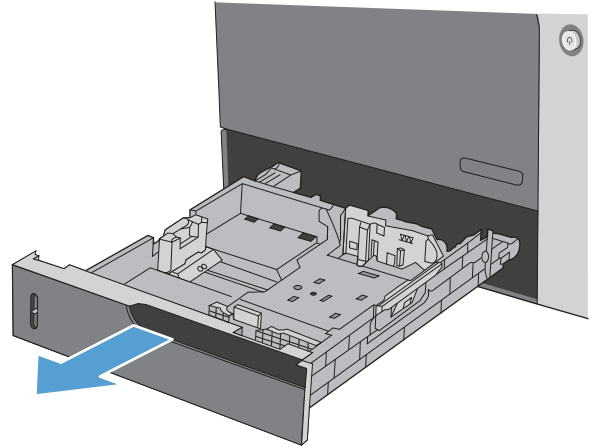
HP Color LaserJet Enterprise CP4020-CP4520 Series Printer



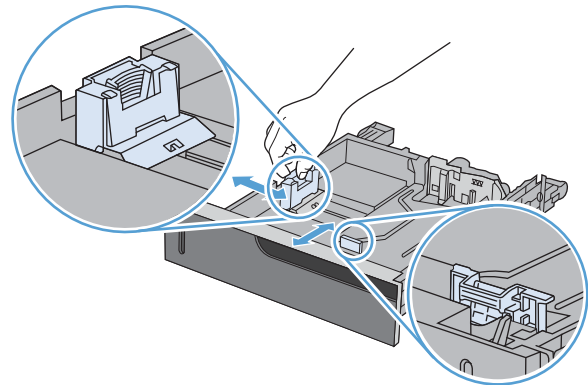
Load Tray 2 and optional Trays 3, 4, and 5 with standard-size paper

1. Open the tray.

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



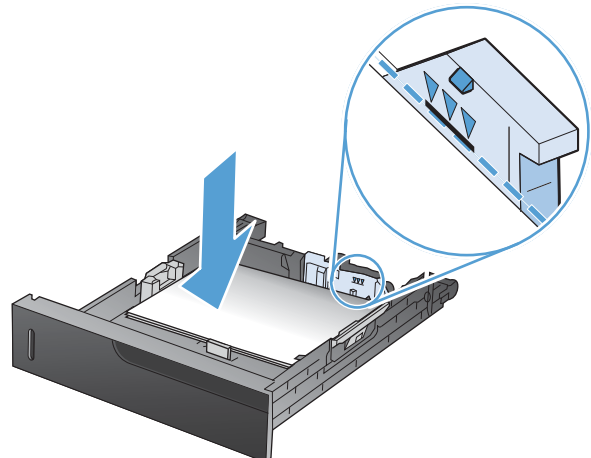
2. Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.



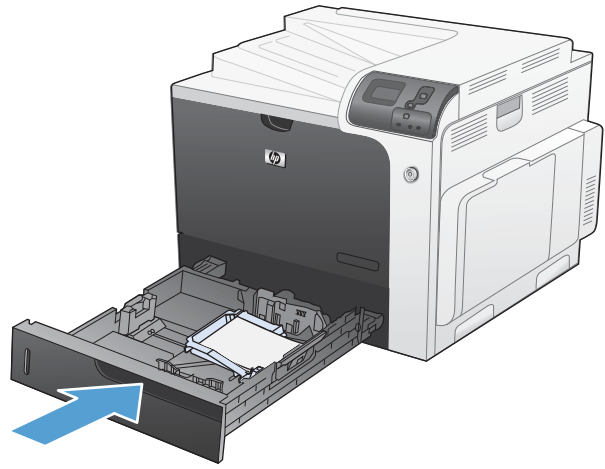
3. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it.

NOTE: To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator.

NOTE: If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.



4. Close the tray.



5. The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.

