LaserJet Managed
MFP E72500, E77800, E82500, E87600 Series

How to load paper to Tray 2 or Tray 3

The following information describes how to load paper in Tray 2 and Tray 3. These trays hold up to 520 sheets of 75 g/m^2 (20 lb) paper.

⚠ CAUTION: The procedure to load paper to Tray 2 and Tray 3 is the same. Only Tray 2 is shown here.

1. Open the tray.

    NOTE: Do not open this 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.

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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.

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.

To use the feature, enable it by using the printer control-panel menus.

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

1. From the Home screen on the printer control panel, select Settings.

2. Open the following menus:

    - Copy/Print

    - Manage Trays

    - Alternative Letterhead Mode

3. Select On.