LaserJet Managed
MFP E72500, E77800, E82500, E87600 Series

How to load paper to Tray 1

The following information describes how to load paper into Tray 1. This tray holds up to 100 sheets of 75 g/m^2 (20 lb) paper or 10 envelopes.

📝 **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.

3. Use the adjustment latch to spread the paper guides to the correct size, and then 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 g/m^2 (20 lb) paper.

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

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.