



## HP LaserJet M3027 and M3035 MFP - Load media

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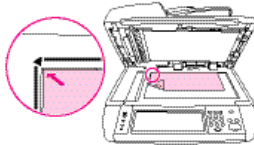
[Load special media](#)

Load special print media, such as envelopes, labels, and transparencies, in tray 1 only. Load only paper in tray 2 or optional tray 3.

### Load media on the scanner glass

Use the scanner glass to copy, scan, or fax small, lightweight (less than 60 g/m<sup>2</sup> or 16 lb), or irregularly-sized originals such as receipts, newspaper clippings, photographs, or old or worn documents.

1. Place the document face-down on the scanner glass, with the top left-hand corner of the document on the upper left corner of the scanner glass.



### Load the automatic document feeder (ADF)

Use the ADF to copy, scan, or fax a document that has up to 50 pages (depending on the thickness of the pages).

1. Load the document face-up in the ADF with the top of the document feeding into the ADF first.



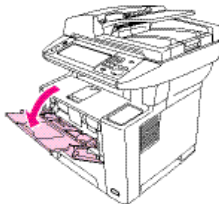
2. Slide the stack into the ADF until it does not move any farther.
3. Adjust the media guides until they are snug against the media.



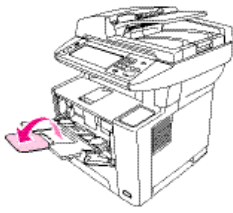
### Load tray 1 (multipurpose tray)

Tray 1 holds up to 100 sheets of paper, up to 75 transparencies, up to 50 sheets of labels, or up to 10 envelopes. For information about loading special media, see .

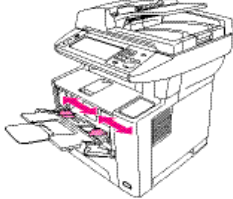
1. Open tray 1 by pulling the front cover down.



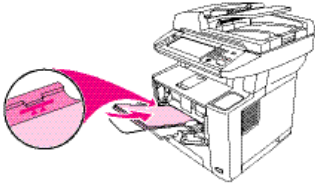
2. Slide out the plastic tray extender. If the media that is being loaded is longer than 229 mm (9 in), also flip open the additional tray extender.



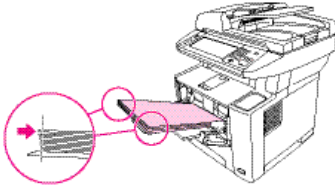
- Slide the media-width guides slightly wider than the media.



- Place media into the tray (short-edge in, print-side up). The media should be centered between the media-width guides and under the tabs on the media-width guides.



- Slide the media-width guides inward until they lightly touch the media stack on both sides without bending it. Make sure that the media fits under the tabs on the media-width guides.



Do not add media to tray 1 while the device is printing. This could cause a jam. Do not close the front door when the device is printing.

## Customize tray 1 operation

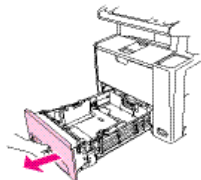
The device can be set to print from tray 1 if it is loaded, or to print only from tray 1 if the type of media that is loaded is specifically requested.

Setting	Explanation
Tray 1 size is set to <i>Any Size</i>	The device usually pulls media from tray 1 first unless it is empty or closed. If you do not keep media in tray 1 all the time, or if you use tray 1 only to manually feed media, keep the default settings of the tray 1 size and type. The default settings for both the tray 1 size and type are <i>Any</i> . You can change size and type settings for tray 1 by touching the <i>Trays</i> tab under <i>Supplies Status</i> , and then touching <i>Modify</i> .
Tray 1 type is set to <i>Any Type</i>	
Tray 1 size or type is set to anything other than <i>Any Size</i> or <i>Any Type</i>	The device treats tray 1 like the other trays. Instead of looking for media in tray 1 first, the device pulls media from the tray that matches type and size settings that are selected in the software. In the printer driver, you can select media from any tray (including tray 1) by type, size, or source.

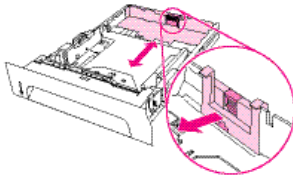
## Load tray 2 and optional tray 3

Trays 2 and 3 support only paper.

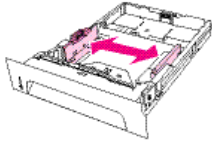
- Pull the tray out of the device and remove any paper.



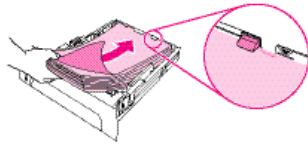
- On the rear paper-length guide, press the tab and slide it so that the pointer matches the paper size that you are loading. Make sure that the guide clicks into place.



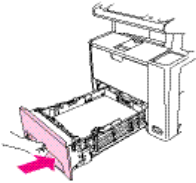
3. Adjust the side media-width guides outward so that the pointer matches the paper size that you are loading.



4. Place the paper in the tray and make sure that it is flat at all four corners. Keep the paper below the height tabs on the paper-length guide in the rear of the tray.



5. Push down on the paper to lock the metal paper-lift plate in place.  
6. Slide the tray into the device.



## Load special media

The following table provides guidelines for loading special media and configuring the printer driver. Use the correct media-type setting in the printer driver to obtain the best print quality. For some types of media, the product reduces the print speed.

In the Windows printer driver, adjust the media type on the **Paper** tab in the **Type is** drop-down list.

In the Macintosh printer driver, adjust the media type on the **Printer features** pop-up menu in the **Media type** drop-down list.

Media type	Maximum amount that can be loaded into tray 2 or optional tray 3	Printer-driver setting	Tray 1 media orientation	Tray 2 or tray 3 media orientation
Normal	Up to 500 sheets	Plain or unspecified	Side to be printed facing up	Side to be printed facing down
Envelopes	Zero. Envelopes should be used only in tray 1	Envelope	Side to be printed facing up, stamp area closest to the product, short edge toward the product	Do not print envelopes from tray 2 or optional tray 3.
Heavy envelopes	Zero. Envelopes should be used only in tray 1	Heavy envelope	Side to be printed facing up, stamp area closest to the product, short edge toward the product	Do not print heavy envelopes from tray 2 or optional tray 3.
Labels	Zero. Labels should be used only in tray 1	Labels	Side to be printed facing up, with top edge to the front of the product	Do not print labels from tray 2 or optional tray 3.
Transparencies	Zero. Transparencies should be used only in tray 1	Transparencies	Side to be printed facing up	Do not print transparencies from tray 2 or optional tray 3.
Letterhead (single-sided printing)	Up to 500 sheets	Letterhead	Side to be printed facing up, top edge toward the product	Side to be printed facing down, top edge at the front of the tray
Letterhead (2-sided printing)	Up to 500 sheets	Letterhead	Side to be printed facing down, top edge away from the product	Side to be printed facing up, top edge at the back of the tray
Cardstock	Zero. Card stock should be used only in tray 1	Cardstock or heavy	Side to be printed facing up	Do not print cardstock from tray 2 or optional tray 3.
Rough	Up to 50 mm (1.97 in) stack height	Rough	Side to be printed facing up	Side to be printed facing down