LASERJET PRO 400 M401 PRINTER SERIES
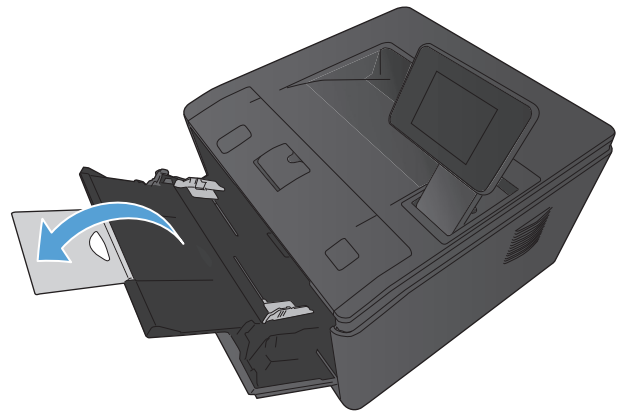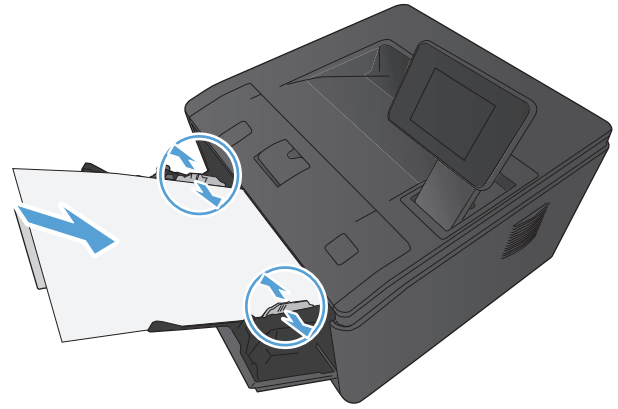
Load the input trays

Load Tray 1

1. Open Tray 1, and pull the tray extension away from the product.

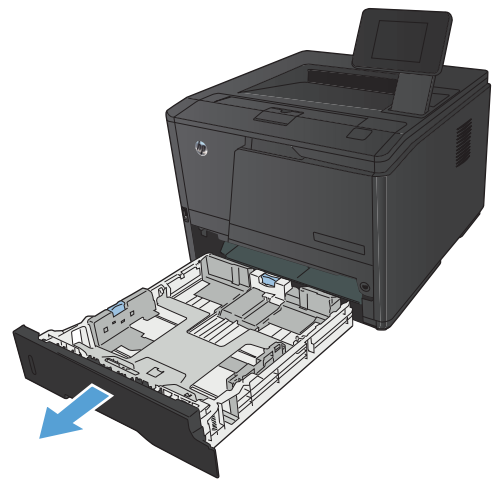2. For long paper, flip out the extension to help hold the paper in the tray.

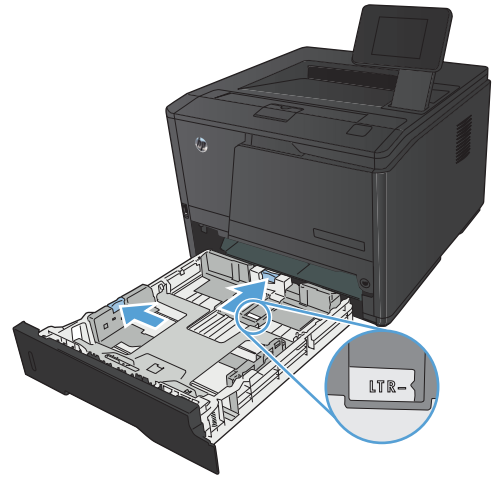3. Place the paper stack into Tray 1, and slide the paper guides so that they are against the sheets.

4. Feed the paper stack into the tray as far as it will go.

Load Tray 2

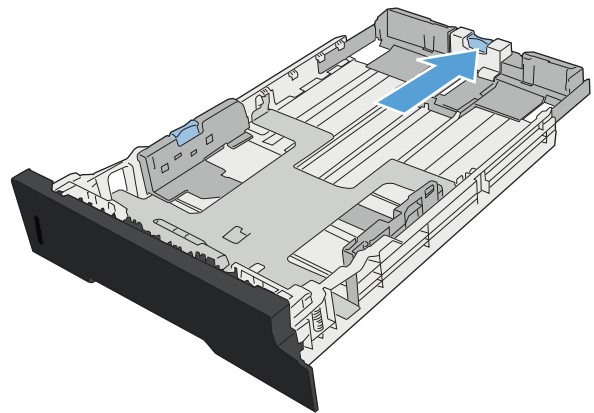1. Pull the tray out of the product.

2. Slide open the paper length and width guides by pushing outward on the blue tabs.
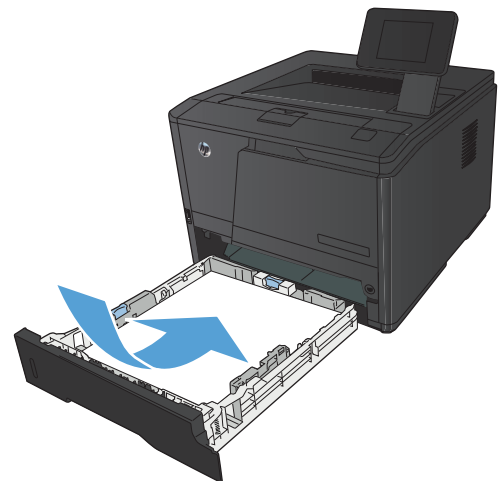

3. To load Legal-size paper, extend the tray by pressing the release button at the back of the tray inward and pulling the back of the tray out.
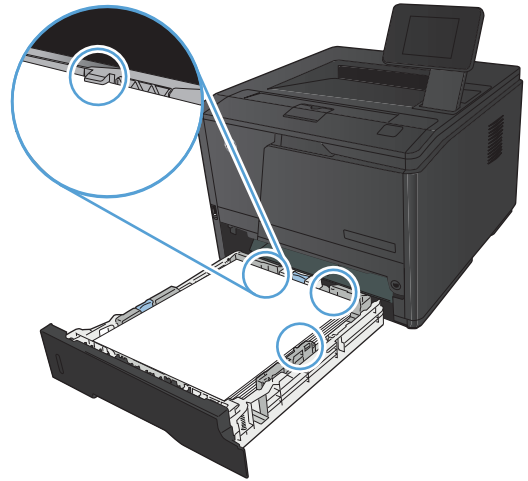
   NOTE: When loaded with Legal-size paper, the tray extends from the rear of the product approximately 70 mm (2.75 in).
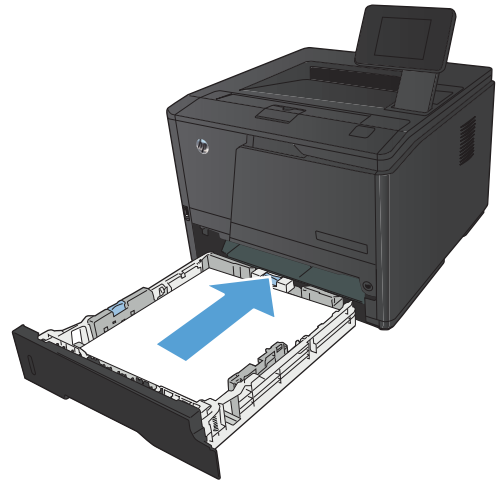

4. Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper.

5. Push down on the paper to make sure that the paper stack is below the paper limit tabs on the right side and rear of the tray.

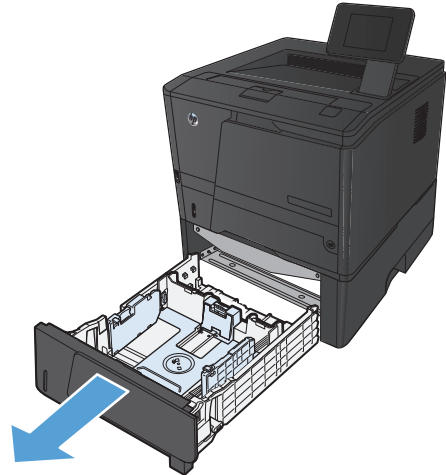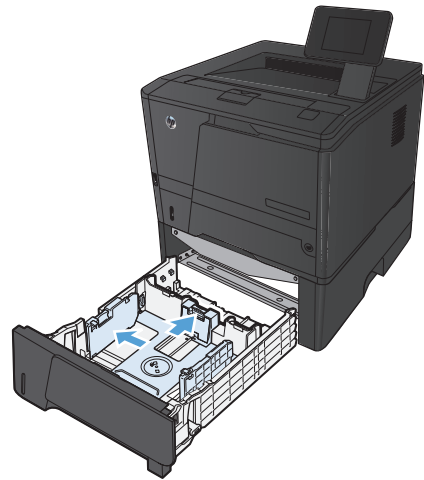**6.** Slide the tray into the product.

Load optional Tray 3
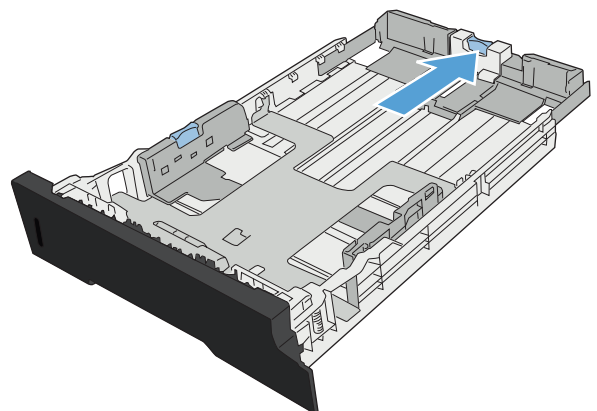
1. Pull the tray out of the product.

2. Slide open the paper length and width guides by pushing outward on the blue tabs.
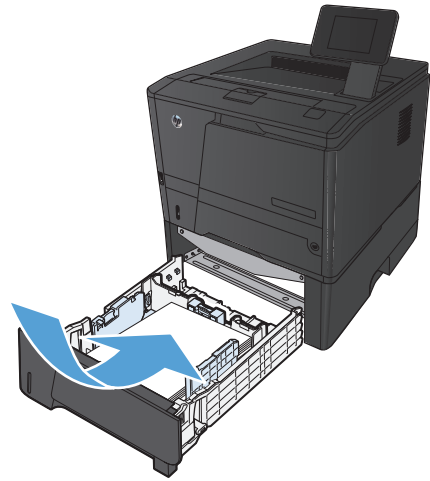
3. To load Legal-size paper, extend the tray by pressing the release button at the back of the tray inward and pulling the back of the tray out.
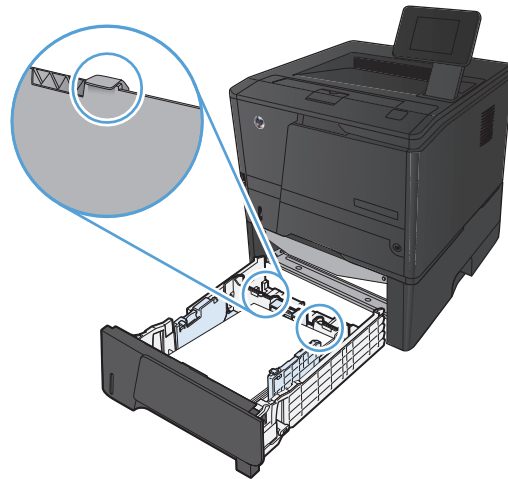
   NOTE: When loaded with Legal-size paper, the tray extends from the rear of the product approximately 70 mm (2.75 in).

4. Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper.

5. Push down on the paper to make sure that the paper stack is below the paper limit tabs at the rear of the tray.

6. Slide the tray into the product.