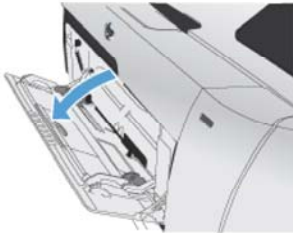




## HP Color LaserJet Pro MFP M476 - Load Tray 1 (multipurpose tray)

### Load Tray 1 (multipurpose tray)

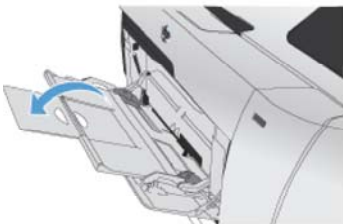
1. Open tray 1 by grasping the handle on the left side of the tray and pulling down.  
**1: Open the tray**



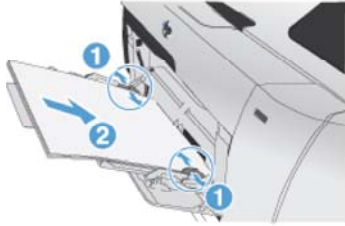
2. Pull out the tray extension.  
**2: Slide out the extension**



3. If you are loading long sheets of paper, flip out the extension.  
**3: Fold out the extension**



4. Extend the paper guides fully (1) and then load the paper stack into tray 1 (2). Adjust the paper guides to the size of the paper.  
**4: Open the paper guides**



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To avoid jams, do not add paper to tray 1 while the product is printing. Do not close tray 1 while the product is printing.

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## HP Color LaserJet Pro MFP M476 - Load Tray 2 or Tray 3

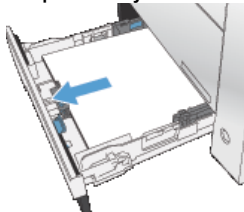
### Load Tray 2 or Tray 3

**Do not print envelopes, labels, or unsupported sizes of paper from tray 2. Print these types of paper only from tray 1.**

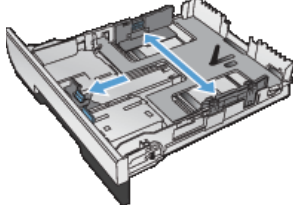
1. Pull the tray out of the product.

Do not open the tray while it is in use.

#### 1: Open the tray



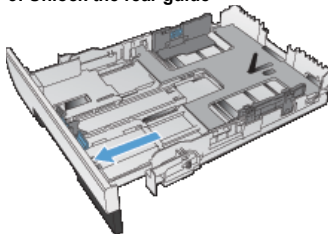
2. Slide open the paper length and width guides.  
**2: Adjust the paper guide**



3. To load legal-size paper, extend the tray by pressing and holding the extension tab while pulling the front of the tray toward you.

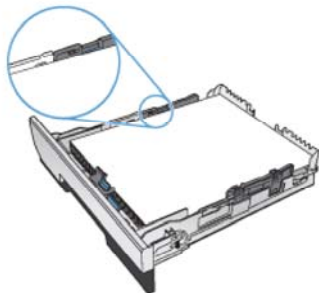
When it is loaded with legal-size paper, the tray extends from the front of the product approximately 64 mm (2.5 inches).

#### 3: Unlock the rear guide



4. Place the paper in the tray and make sure that it is flat at all four corners. Slide the side paper width guides so that they align with the paper-size marking in the bottom of the tray. Slide the front paper length guide so that it pushes the stack of paper against the back of the tray.

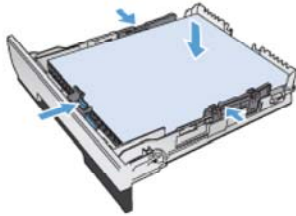
#### 4: Adjust the paper guide



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

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

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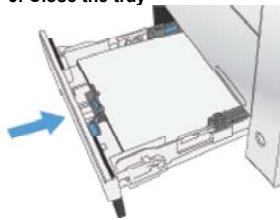
**5: Load paper in the tray**


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

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6. Slide the tray completely into the product.

**6: Close the tray**

7. On the product control panel, configure the paper size and type to match the paper loaded in the tray.
- From the Home screen on the product control panel, touch the Setup  button.
  - Open the following menus:
    - System Setup
    - Paper Setup
    - Tray 2
  - Touch Paper Size and select the correct size.
  - Touch Paper Type and select the correct type.