



HP LaserJet Enterprise 500 Color MFP M575 - Tray 1

Tray capacity and paper orientation

To prevent jams, do not overfill trays. Be sure the top of the stack is below the tray-full indicator. For short/narrow and heavy/glossy paper, load paper to less than half of the tray-full indicators.

Tray 1 capacity

Paper type	Specifications	Quantity
Paper	Range: 60 g/m ² to 220 g/m ²	Maximum stack height: 10 mm Equivalent to 100 sheets of 75 g/m ²
Envelopes	Less than 60 g/m ² to 90 g/m ²	Up to 10 envelopes
Labels	Maximum: 0.102 mm thick	Maximum stack height: 10 mm
Transparencies	Minimum: 0.102 mm thick	Maximum stack height: 10 mm Up to 50 sheets
Glossy paper	Range: 105 g/m ² to 220 g/m ²	Maximum stack height: 10 mm Up to 50 sheets

Tray 1 paper orientation

Paper type	Image orientation	Duplex mode	How to load paper Alternative Letterhead Mode = Disabled	How to load paper Alternative Letterhead Mode = Enabled
Preprinted or letterhead	Portrait	1-sided printing	Face-down Top edge leading into the product 1: Tray 1 paper orientation 	Face-up Bottom edge leading into the product 2: Tray 1 paper orientation 
		2-sided printing	Face-up Bottom edge leading into the product 3: Tray 1 paper orientation 	Face-up Bottom edge leading into the product 4: Tray 1 paper orientation 
	Landscape	1-sided printing	Face-up Top edge toward the front of the product 5: Tray 1 paper orientation 	Face-up Top edge toward the front of the product 6: Tray 1 paper orientation 
		2-sided printing	Face-up Top edge toward the front of the product 7: Tray 1 paper orientation 	Face-up Top edge toward the front of the product 8: Tray 1 paper orientation 
Prepunched	Portrait or landscape	1- or 2-sided printing	Holes toward the back of the product 9: Tray 1 paper orientation 	Not applicable

Paper type	Image orientation	Duplex mode	How to load paper Alternative Letterhead Mode = Disabled	How to load paper Alternative Letterhead Mode = Enabled
Envelopes	Long edge of the envelope feeding into the product	1-sided printing	Face-down Top edge leading into the product 10: Tray 1 paper orientation 	Not applicable
	Short edge of the envelope feeding into the product	1-sided printing	Face-down Top edge toward the back of the product 11: Tray 1 paper orientation 	Not applicable

Load Tray 1

1. Open Tray 1.
12: Location of Tray 1



2. Slide out the tray extension.
13: Location of the tray extension



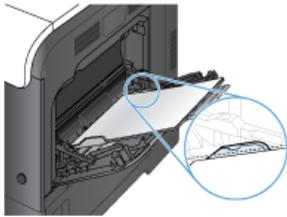
3. Fold out the tray extension to support the paper and open the side guides.
14: Location of the tray extension



4. Load paper in the tray face-down and the short, top edge going into the product first.
15: Load paper



5. Make sure the stack fits under the tabs on the guides and does not exceed the tray-full indicators.
16: Load-level indicators



6. Adjust the side guides so that they lightly touch the paper stack but do not bend it.

17: Load paper



Print envelopes

If your software does not automatically format an envelope, specify **Landscape** for page orientation in your software program or print driver. Use the following guidelines to set margins for return and destination addresses on Commercial #10 or DL envelopes:

Address type	Left margin	Top margin
Return	15 mm	15 mm
Destination	102 mm	51 mm

For envelopes of other sizes, adjust the margin settings accordingly.

Automatic paper sensing (auto-sense mode)

The automatic paper type sensor functions when a tray is configured to the **Any Type** or **Plain** setting.

After it has picked up paper from the tray, the product can detect overhead transparencies, paper weight, and gloss level.

For more control, select a specific paper type for the job or configure the tray for a specific paper type.

Auto-sense settings

- From the Home screen on the product control panel, scroll to and touch the **Administration** button.
- Open the following menus:
 - General Settings
 - Print Quality
 - Auto Sense Behavior
- Select one of the auto-sense modes.

Full sensing (Tray 1 only)	For each sheet of paper that it picks up from the tray, the product detects light paper, plain paper, heavy paper, glossy paper, tough paper, and transparencies.
Expanded sensing	For the first few sheets of paper that it picks up from the tray, the product detects light paper, plain paper, heavy paper, glossy paper, tough paper, and transparencies. The product assumes the rest of the pages are of the same type.
This is the default setting for all trays.	
Transparency Only	The product distinguishes between transparencies and non-transparencies. This setting provides the fastest printing, but for some paper types it might reduce print quality.



HP LaserJet Enterprise 500 Color MFP M575 - Tray 2

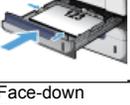
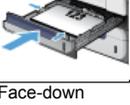
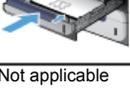
Tray capacity and paper orientation

To prevent jams, do not overfill trays. Be sure the top of the stack is below the tray-full indicator. For short/narrow and heavy/glossy paper, load paper to less than half of the tray-full indicators.

Tray 2 capacity

Paper type	Specifications	Quantity
Paper	Range: 60 g/m ² to 220 g/m ²	Equivalent to 250 sheets of 75 g/m ² Maximum stack height: 25 mm For A5, A6, and 4x6 paper sizes, and for paper printed in a landscape orientation the maximum stack height is 15 mm.
Transparencies	Minimum: 0.102 mm thick	Maximum stack height: 25 mm
Glossy paper	Range: 105 g/m ² to 220 g/m ²	100 sheets

Tray 2 paper orientation

Paper type	Image orientation	Duplex mode	How to load paper Alternative Letterhead Mode = Disabled	How to load paper Alternative Letterhead Mode = Enabled
Preprinted or letterhead	Portrait	1-sided printing	Face-up Top edge at the right side of the tray 1: Tray 2 paper orientation 	Face-up Top edge at the right side of the tray 2: Tray 2 paper orientation 
		2-sided printing	Face-down Top edge at the left side of the tray 3: Tray 2 paper orientation 	Face-down Top edge at the left side of the tray 4: Tray 2 paper orientation 
	Landscape	1-sided printing	Face-up Top edge toward the back of the product 5: Tray 2 paper orientation 	Face-up Top edge toward the back of the product 6: Tray 2 paper orientation 
		2-sided printing	Face-down Top edge toward the front of the product 7: Tray 2 paper orientation 	Face-down Top edge toward the front of the product 8: Tray 2 paper orientation 
Prepunched	Portrait or landscape	1- or 2-sided printing	Holes toward the back of the product 9: Tray 2 paper orientation 	Not applicable

Load Tray 2

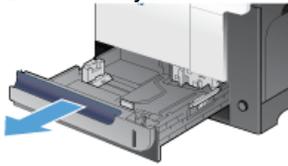
This tray holds up to 250 sheets of 75 g/m² paper. If the paper is heavier, the tray does not hold as many sheets. Do not overfill the tray.

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

1. Slide open the tray.

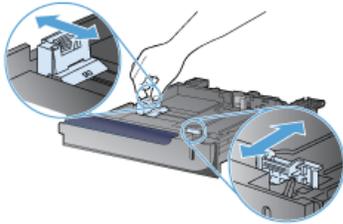
Do not open the tray while it is in use.

10: Location of Tray 2



2. Adjust the paper-length and paper-width guides by squeezing the adjustment latch and sliding the guides to the size of the paper being used.

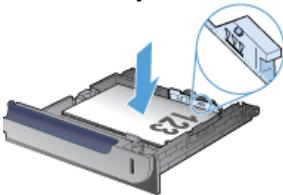
11: Location of the paper size adjustment



3. Load paper into the tray face-up. Check the paper to verify the guides lightly touch the stack, but do not bend it.

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

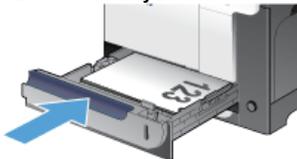
12: Load the tray



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

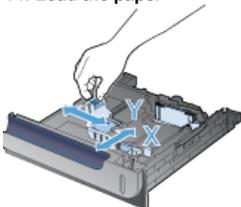
4. Slide the tray into the product.

13: Location of Tray 2



5. The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.
6. For custom-size paper, you need to specify the X and Y dimensions for the paper

14: Load the paper



Automatic paper sensing (auto-sense mode)

The automatic paper type sensor functions when a tray is configured to the *Any Type* or plain type setting.

After it has picked up paper from the tray, the product can detect overhead transparencies, paper weight, and gloss level.

For more control, select a specific paper type for the job or configure the tray for a specific paper type.

Auto-sense settings

1. From the Home screen on the product control panel, scroll to and touch the `Administration` button.
2. Open the following menus:
 - `General Settings`
 - `Print Quality`
 - `Auto Sense Behavior`
3. Select one of the auto-sense modes.

Expanded sensing	For the first few sheets of paper that it picks up from the tray, the product detects light paper, plain paper, heavy paper, glossy paper, tough paper, and transparencies. The product assumes the rest of the pages are of the same type.
This is the default setting for all trays.	
Transparency only	The product distinguishes between transparencies and non-transparencies. This setting provides the fastest printing, but for some paper types it might reduce print quality.