



HP LaserJet Enterprise 600 M601, M602, and M603 Series Printer - Load paper trays

[Load Tray 1](#)

[Load Tray 2 or an optional 500-sheet tray](#)

[Load an optional 1,500-sheet tray](#)

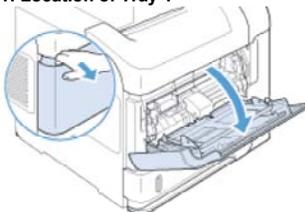
[Paper orientation for loading trays](#)

Load Tray 1

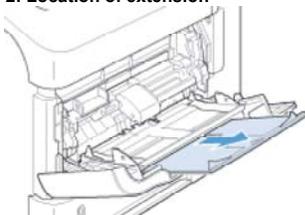
The product might print at a slower speed when using Tray 1.

To avoid jams, do not load trays while the product is printing. Do not fan the paper. Fanning can cause misfeeds.

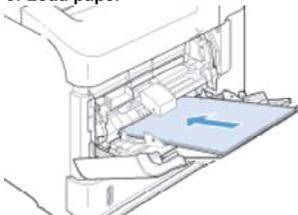
1. Open Tray 1.
1: Location of Tray 1



2. Pull out the tray extension.
2: Location of extension



3. Load the paper into the tray. Make sure that the paper fits under the tabs and below the maximum-height indicators.
3: Load paper



4. Adjust the side guides so that they lightly touch the paper stack but do not bend the paper.
4: Location of side guides



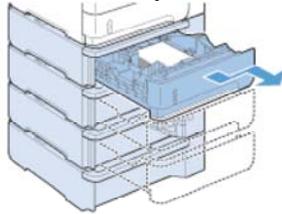
Load Tray 2 or an optional 500-sheet tray

To avoid jams, do not load trays while the product is printing.

Do not fan the paper. Fanning can cause misfeeds.

1. Pull the tray out and lift up slightly to remove it from the product.

5: Location of the tray



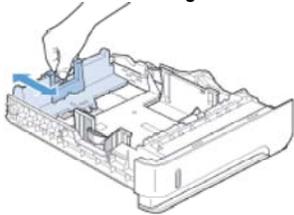
2. Pinch the release lever that is located on the left guide and slide the side guides to the correct paper size.

6: Location of the side guide



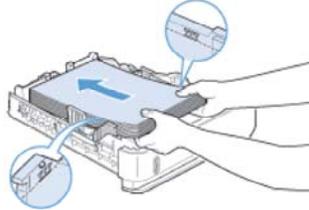
3. Pinch the release lever that is located on the rear paper guide and slide it to the correct paper size.

7: Location of the rear guide release



4. Load the paper into the tray. Make sure that the stack is flat at all four corners and that the top of the stack is below the maximum-height indicators.

8: Location of maximum-height indicators



5. Slide the tray completely into the product.

9: Reinstall the tray



Load an optional 1,500-sheet tray

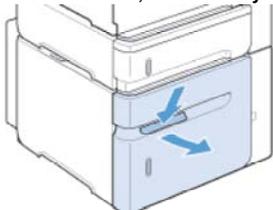
The optional 1,500 sheet tray adjusts for Letter, A4, and Legal sizes. The product automatically senses which size is loaded if the tray guides are correctly adjusted.

To avoid jams, do not load trays while the product is printing.

Do not fan the paper. Fanning can cause misfeeds.

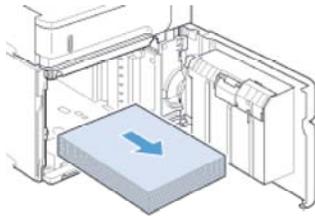
1. Press the release and open the door of the 1,500-sheet tray.

10: Location of 1,500-sheet tray



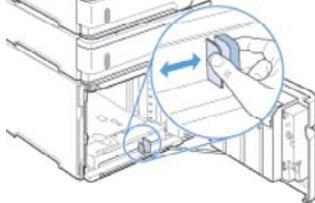
2. If paper is in the tray, remove it. When paper is in the tray, the guides cannot be adjusted.

11: 1,500-sheet tray with paper



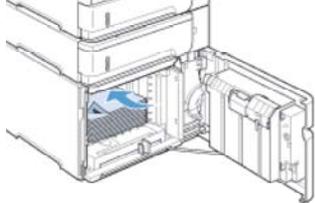
3. Pinch the guides at the front of the tray and slide them to the correct paper size.

12: Location of guides



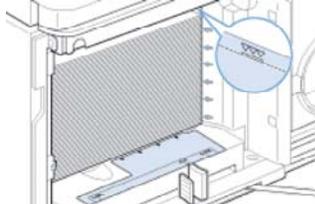
4. Load the paper into the tray. Load complete reams at one time. Do not divide reams into smaller sections.

13: 1,500-sheet tray with paper



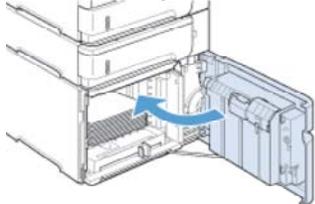
5. Make sure that the height of the stack does not exceed the maximum-height indicators on the guides and that the front edge of the stack is aligned with the arrows.

14: Location of maximum-height indicators



6. Close the door on the tray.

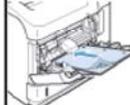
15: Location of tray door



Paper orientation for loading trays

Load letterhead, preprinted, or prepunched paper

If a duplexer is installed, or if a stapler/stacker is installed, the product alters the way the images for each page are arranged. If you are using paper that requires a specific orientation, load it according to the information in the following table.

Tray	Single-sided printing, no stapler/stacker	Duplex printing, no stapler/stacker	Single-sided printing with the stapler/stacker	Duplex printing with the stapler/stacker
Tray 1	Face-up Top edge leading into the product 16: Paper orientation 	Face-down Bottom edge leading into the product 17: Paper orientation 	Face-up Bottom edge leading into the product 18: Paper orientation 	Face-down Top edge leading into the product 19: Paper orientation 
All other trays	Face-down Top edge at the front of the tray 20: Paper orientation	Face-up Bottom edge at the front of the tray 21: Paper orientation	Face-down Bottom edge at the front of the tray 22: Paper orientation	Face-up Top edge at the front of the tray 23: Paper orientation

Tray	Single-sided printing, no stapler/stacker	Duplex printing, no stapler/stacker	Single-sided printing with the stapler/stacker	Duplex printing with the stapler/stacker
				

Load envelopes

Load envelopes into Tray 1 or the optional envelope feeder with the front of the envelope facing up, and the short, postage-edge leading into the product.

24: Envelope orientation

