



## HP LaserJet Enterprise MFP M630 - Load Tray 1

### Load Tray 1

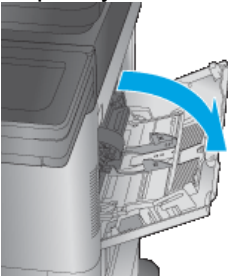
The following information describes how to load paper in Tray 1.

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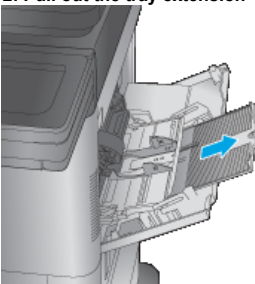
**To avoid jams, never add or remove paper from Tray 1 during printing.**

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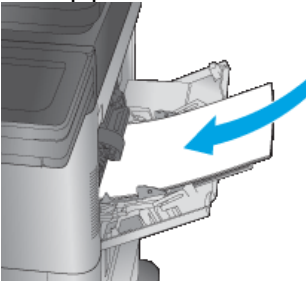
1. Open Tray 1.  
**1: Open Tray 1**



2. Pull out the tray extension to support the paper.  
**2: Pull out the tray extension**



3. Load paper in the tray. For information about how to orient the paper, see [Tray 1 paper orientation](#) .  
**3: Load paper**

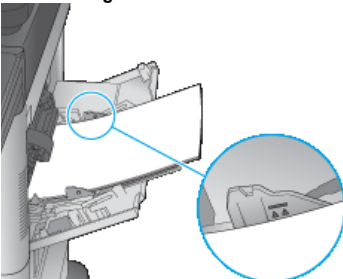


4. Make sure that the paper fits under the fill line on the paper guides.

The maximum stack height is 10 mm, or approximately 100 sheets of 75g paper.

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#### **4: Stack-height limit**



5. Adjust the side guides so that they lightly touch the paper stack, but do not bend it.  
**5: Adjust the guides**



**Tray 1 paper orientation**

Paper type	Single-sided printing, no stapling mailbox	Duplex printing, no stapling mailbox	Single-sided printing, with the stapling mailbox	Duplex printing, with the stapling mailbox
Letterhead, preprinted, or prepunched	Face-up Top edge leading into the product 	Face-down Bottom edge leading into the product 	Face-up Bottom edge leading into the product 	Face-down Top edge leading into the product 
Envelopes	Face-up Short, postage-edge leading into the product 		Face-up Short, postage-edge leading into the product 