



HP LaserJet Enterprise MFP M630 - Load Tray 2 and the 500-sheet trays

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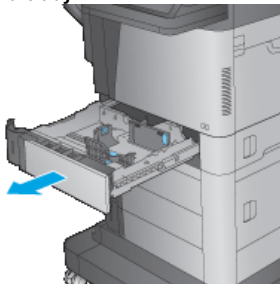
The following information describes how to load paper in Trays 2, 3, and 4.

The procedure to load paper for the 500-sheet trays is the same as for Tray 2. Only Tray 2 is shown here.

1. Open the tray.

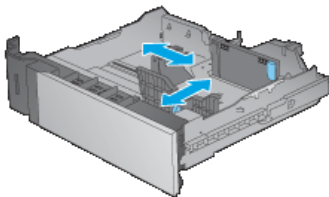
Do not open this tray while it is in use.

1: Open the tray



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

2: Adjust the guides

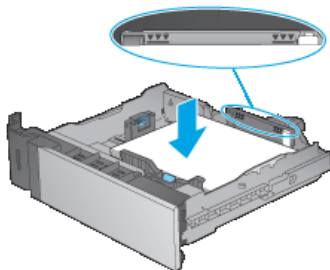


3. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it. For information about how to orient the paper, see [Tray 2 and the 500-sheet trays paper orientation](#).

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

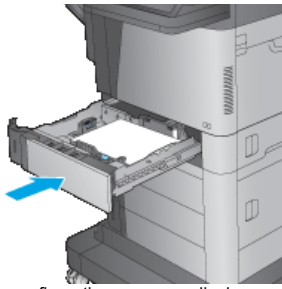
If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.

3: Load paper



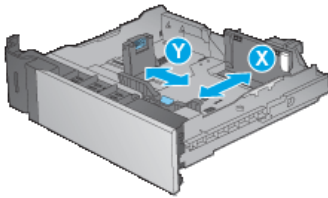
4. Close the tray.

4: Close the tray




5. The tray configuration message displays on the product control panel.
6. Touch the **OK** button to accept the detected type and size, or touch the **Modify** button to choose a different paper size or type. For custom-size paper, specify the X and Y dimensions for the paper when the prompt displays on the product control panel.

5: X and Y dimensions



7. Select the correct type and size, and then touch the **OK** button.

Tray 2 and the 500-sheet trays paper orientation

Paper type	Single-sided printing	Duplex printing
	Face-down Top edge at the right of the tray 	Face-up Top edge at the right of the tray 