



HP Color LaserJet Enterprise CP5520 and HP Color LaserJet Enterprise M750 - Load paper trays

[Load Tray 1](#)

[Load Tray 2, Tray 3, and optional Trays 4, 5, and 6 with standard-size paper](#)

[Load Tray 2, Tray 3, and optional Trays 4, 5, and 6 with custom-size paper](#)

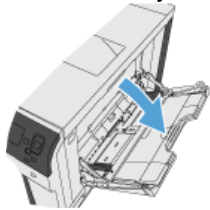
[Tray and bin capacity](#)

[Paper orientation for loading trays](#)

Load Tray 1

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

- Open Tray 1.
1: Location of Tray 1



- Pull out the tray extension to support the paper.
2: Location of the tray extension



- Load paper in the tray.

To achieve the highest print-quality, HP recommends that you load the paper long-edge first.

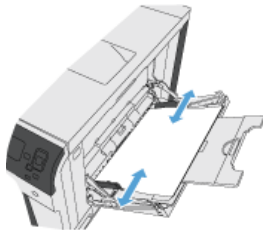
3: Load paper



- Make sure that the stack fits under the tabs on the guides and does not exceed the load-level indicators.
4: Load-level indicators



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

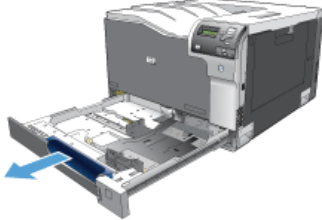


Load Tray 2, Tray 3, and optional Trays 4, 5, and 6 with standard-size paper

1. Open the tray.

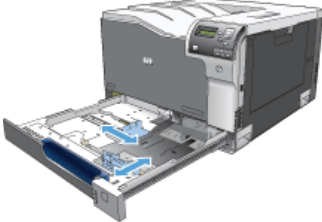
Do not open the tray while it is in use.

6: Location of 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.

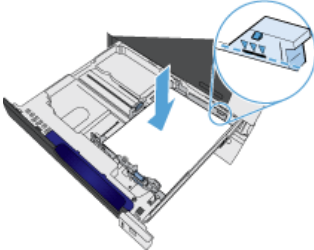
7: Location of the paper size adjustment



3. Load paper into the tray. 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 that the top of the stack is below the tray full indicator.

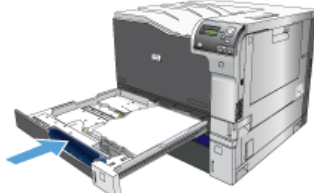
8: Load the paper



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

4. Close the tray.

9: Location of the tray



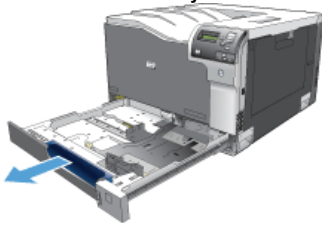
5. The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.

10: Control panel



Load Tray 2, Tray 3, and optional Trays 4, 5, and 6 with custom-size paper

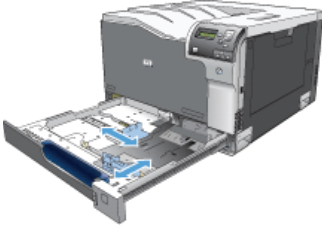
1. Open the tray.
11: Location of the tray



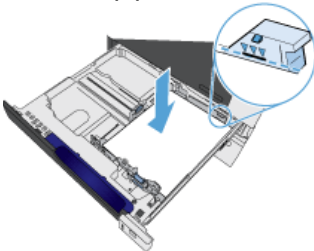
2. Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.

It might be easier to load the custom-size paper first, and then adjust the guides.

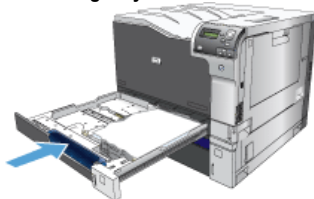
12: Location of the paper size adjustment



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



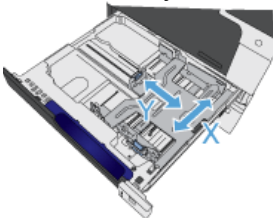
4. Close the tray.
14: Closing Tray 2



5. The control panel prompts you to set the paper size and type. Select the `Custom` setting, and then configure the X and Y dimensions of the custom paper size.

See the label in the paper tray, or the following illustration, to determine the X and Y dimensions.

15: Location of Tray 3



Tray and bin capacity

| Tray or bin | Paper type | Specifications | Quantity |
|-------------|----------------|---|---|
| Tray 1 | Paper | Range: 60 g/m ² bond to 220 g/m ² bond | Maximum stack height: 10 mm Equivalent to 100 sheets of 75 g/m ² bond |
| | Envelopes | Less than 60 g/m ² bond to 90 g/m ² bond | 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 |
| | | | |