



## HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 - Load Tray 1

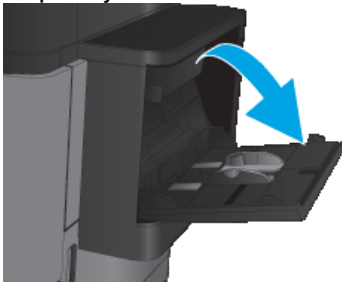
### Load Tray 1

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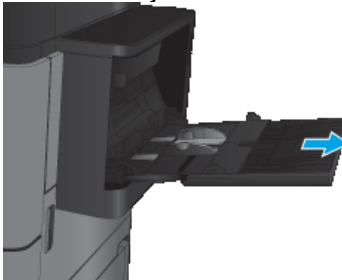
To avoid jams, never add or remove paper from Tray 1 during printing.

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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**



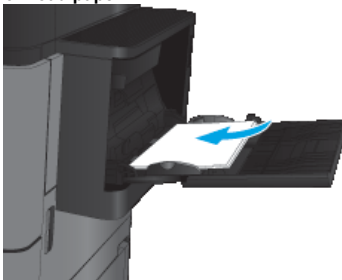
3. Load paper in the tray. See [Tray 1 paper orientation](#).

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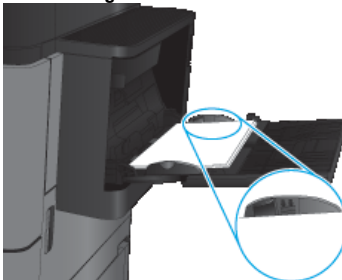
To achieve the highest print-quality, HP recommends that you load the paper long-edge first.

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#### **3: Load paper**

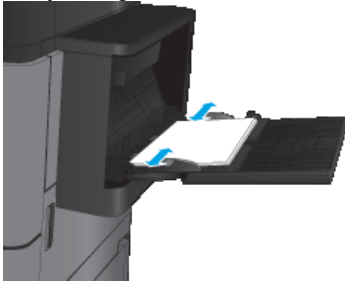


4. Make sure that the paper fits under the fill line on the paper guides.  
**4: Stack-height limit**





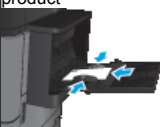


5. Adjust the side guides so that they lightly touch the paper stack, but do not bend it.

## 5: Adjust the guides



Tray 1 paper orientation

Paper type	Image orientation	Duplex mode	How to load paper
Preprinted, letterhead, or labels	Portrait	1-sided printing	Face-up Top edge toward the back of the product 
		Automatic 2-sided printing	Face-up Top edge toward the back of the product 
Prepunched	Portrait	1-sided printing	Face-down Holes towards the right of the tray 
Preprinted or letterhead	Landscape	1-sided printing	Face-up Top edge toward the back of the product 
		Automatic 2-sided printing	Face-up Top edge toward the back of the product 
Envelopes	Short edge of the envelope feeding into the product	1-sided printing	Face-up Top edge toward the back of the product 



## HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 - Load Tray 2 and Tray 3

### Load Tray 2 and Tray 3

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The procedure to load paper for Tray 3 is the same as for Tray 2. Only Tray 2 is shown here.

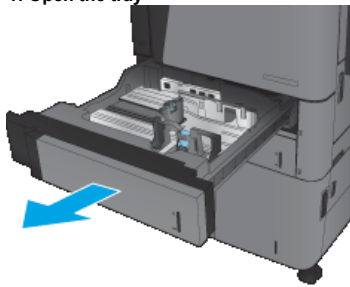
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1. Open the tray.

Do not open this tray while it is in use.

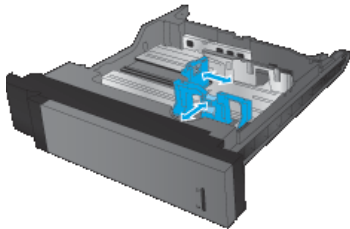
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#### 1: Open the tray



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.

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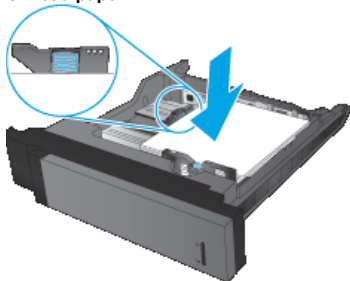
To prevent jams, do not overfill the tray. Be sure that the top of the stack is below the tray full indicator.

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

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#### 3: Load paper

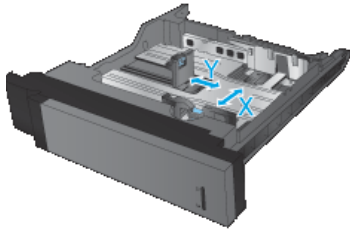


4. Close the tray.

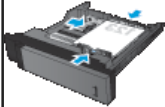
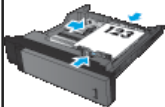



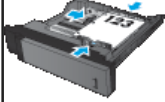
#### 4: Close the tray



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 type or size.
6. For custom-size paper, you need to specify the X and Y dimensions for the paper when the prompt displays on the product control panel.



Tray 2 and Tray 3 paper orientation

Paper type	Image orientation	Duplex mode	How to load paper
Preprinted or letterhead	Portrait	1-sided printing	Face-down Top edge at the back of the tray 
		Automatic 2-sided printing	Face-up Top edge at the back of the tray 
	Landscape	1-sided printing	Face-down Bottom edge toward the right side of the tray 
		Automatic 2-sided printing	Face-up Bottom edge toward the right side of the tray 
Prepunched	Portrait	1-sided printing	Holes toward the right side of the tray 
		Automatic 2-sided printing	Holes toward the left side of the tray 

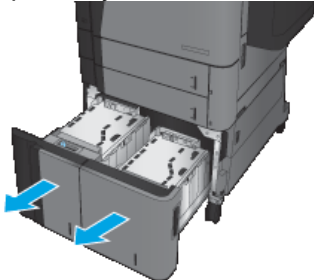


## HP LaserJet Enterprise M806 and HP LaserJet Enterprise flow MFP M830 - Load Tray 4 and Tray 5

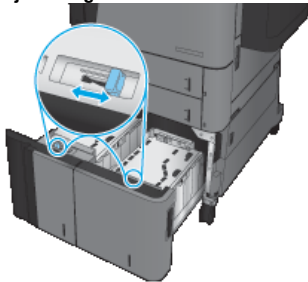
### Load Tray 4 and Tray 5

Tray 4 and Tray 5 support only A4 and Letter-size paper.

1. Open the right and left sides of the tray.  
**1: Open the tray**



2. On each side, adjust the paper-size lever to the correct position for the paper you are using.  
**2: Adjust the guides**



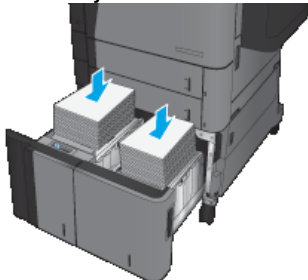
3. Load full reams of paper into each side of the tray. The right side holds 1,500 sheets of paper. The left side holds 2,000 sheets of paper.

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For best results, load full reams of paper. Avoid dividing reams into smaller sections.

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#### **3: Load the tray**



4. Close the right and left sides of the tray.  
**4: Close the tray**

