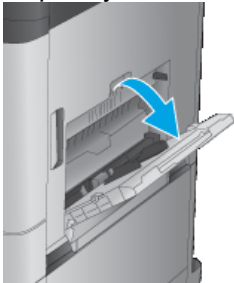**HP Support Center**

**HP
Color LaserJet Enterprise M855, HP Color LaserJet Enterprise flow MFP M880
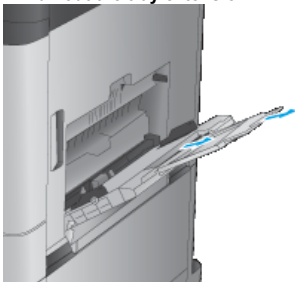- Load Tray 1**

Load Tray 1

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

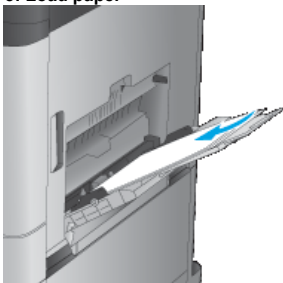1. Open Tray 1.
1: Open Tray 1

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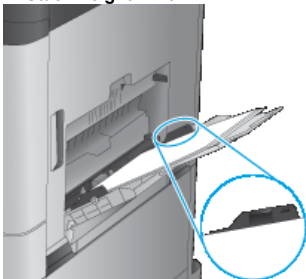**2: Pull out the tray extension**

3. Load paper in the tray. See Tray 1 paper orientation .

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

   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

HP Support Center

HP
Color LaserJet Enterprise M855, HP Color LaserJet Enterprise flow MFP M880
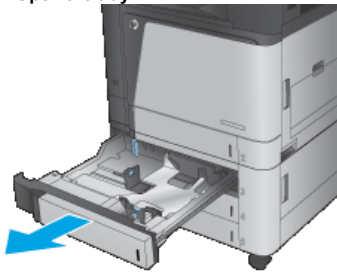**- Load the 3x500-sheet trays**

Load
the 3x500-sheet trays

Use the following information to load paper in any of the trays in the 3x500-sheet feeder.
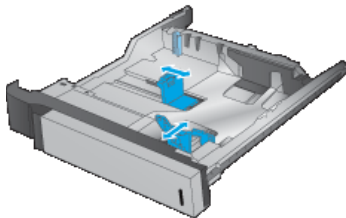
1. Open the tray.

   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.
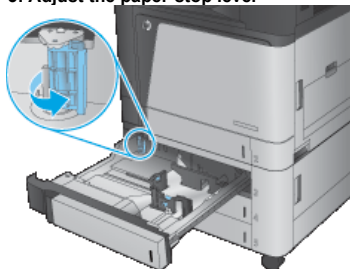   **2: Adjust the guides**

3. For any of the following paper sizes, also adjust the blue paper-stop lever in the left rear corner of the tray to the correct position, as indicated by the label in the tray:

   - 12 x 18
   - RA3
   - 11 x 17
   - A3
   - SRA3

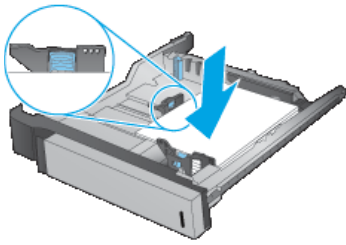   **3: Adjust the paper-stop lever**

4. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it.
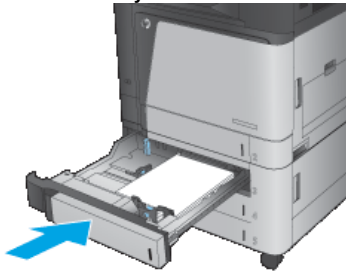
   To prevent jams, do not overfill the tray. Be sure that the top of the stack is below the tray full indicator.

   If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.
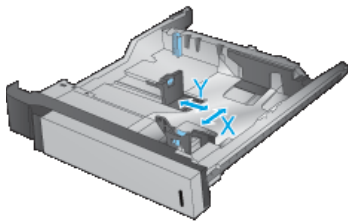
   4: Load paper
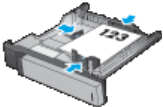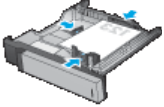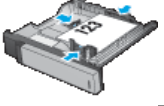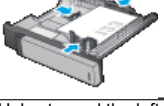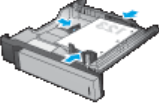
5. Close the tray.
   5: Close the tray

6. 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.
7. 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.
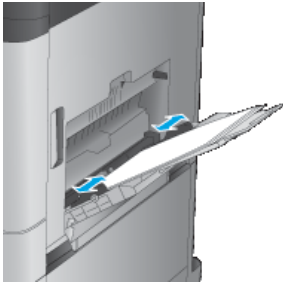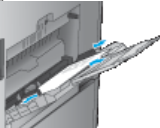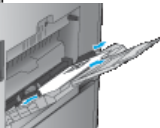   **6: X and Y dimensions**
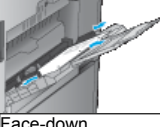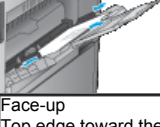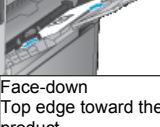
3x500-sheet tray paper orientation

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

Paper type	Image orientation	Duplex mode	How to load paper
		Automatic 2–sided printing	Holes toward the right side of the tray

Tray 1 paper orientation

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

![HP logo] **HP Support Center**

HP
Color LaserJet Enterprise M855 and HP Color LaserJet Enterprise flow MFP M880 - Load the 3,500-sheet high-capacity tray
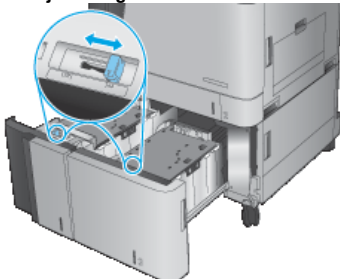
Load the 3,500-sheet high-capacity tray

The 3,500-sheet high-capacity tray supports only A4 and Letter-size paper.

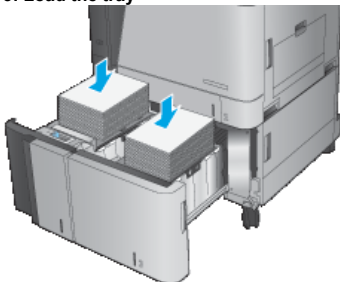1. Open the right and left sides of the tray.
   1: Open the tray
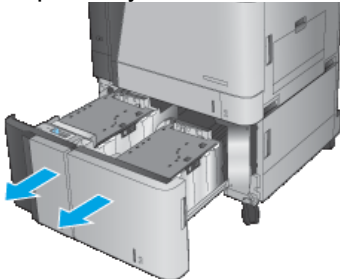
2. On each side, adjust the paper-size lever to the correct position for the paper you are using.
   2: Adjust the guides

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.

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

   3: Load the tray

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