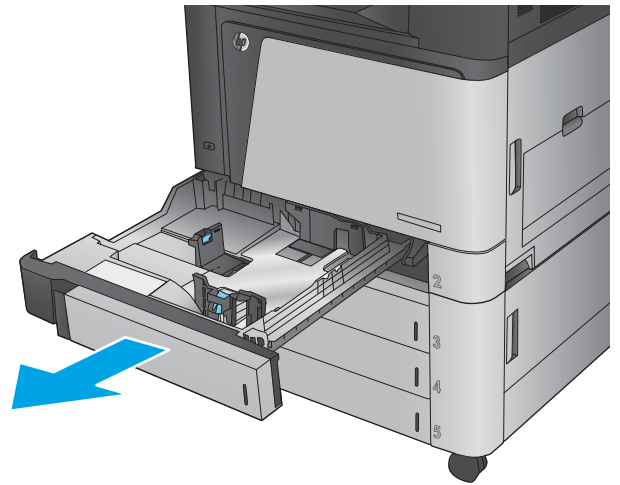# Color LaserJet Enterprise Flow MFP M880
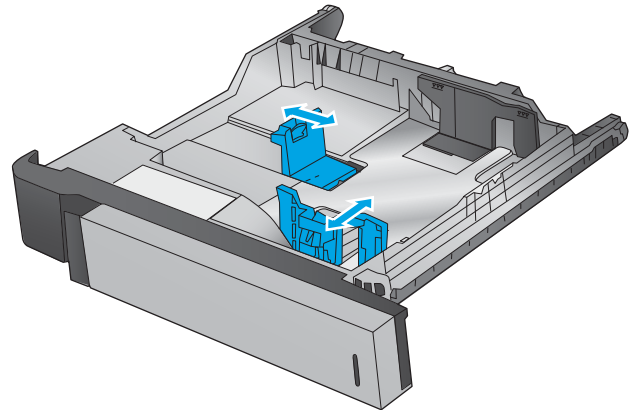
Load Tray 2

1. Open the tray.

   **NOTE:** Do not open this tray while it is in use.

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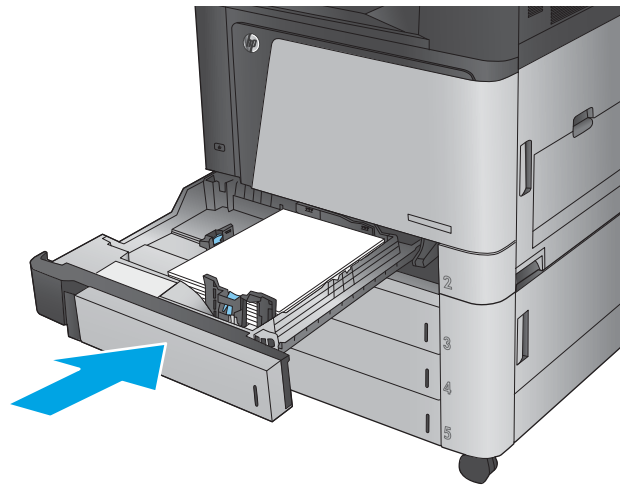
3. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it.

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

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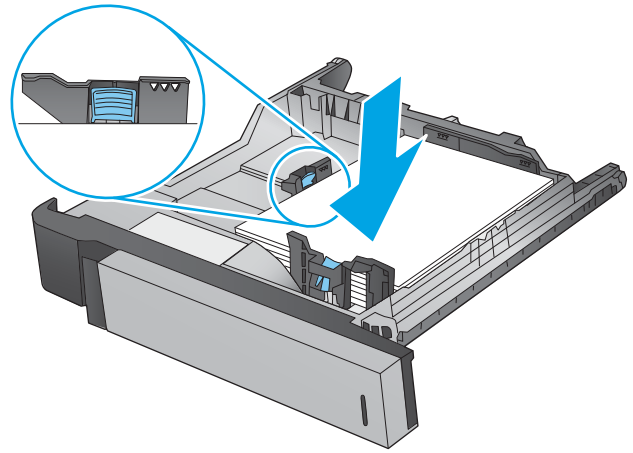
4. Close the tray.

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.
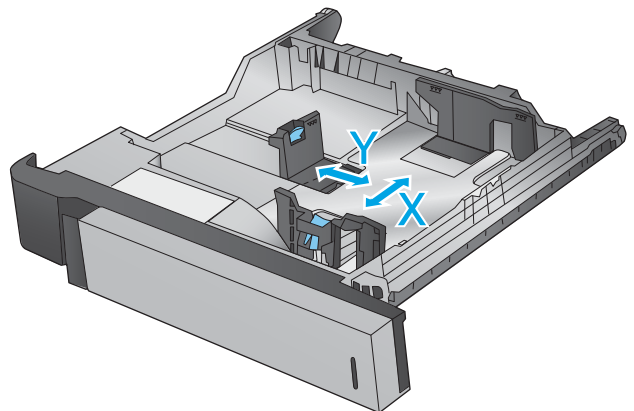
Table 2-2 Tray 2 paper orientation

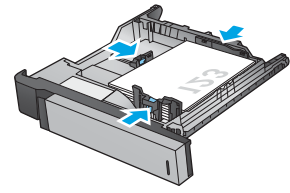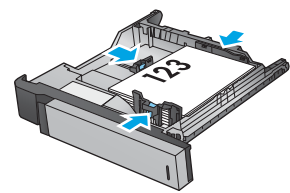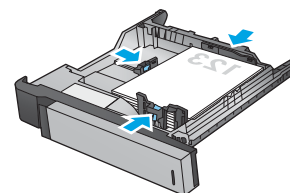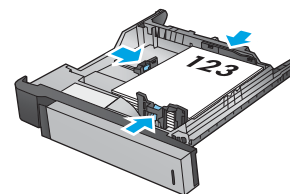| Paper type	Image orientation	Duplex mode	How to load paper
Preprinted or letterhead	Portrait	1-sided printing	Face-up Top edge at the back of the tray
		Automatic 2-sided printing	Face-down Top edge at the back of the tray
	Landscape	1-sided printing	Face-up Bottom edge toward the right side of the tray
		Automatic 2-sided printing	Face-down Top edge toward the right side of the tray
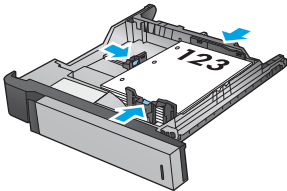
Table 2-2 Tray 2 paper orientation (continued)

Paper type	Image orientation	Duplex mode	How to load paper
Prepunched	Portrait	1-sided printing	Holes toward the left side of the tray
		Automatic 2–sided printing	Holes toward the right side of the tray