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Loading Paper, Cards, and Envelopes for HP Officejet 7610 Wide Format e-All-in-One Printer Series

Introduction

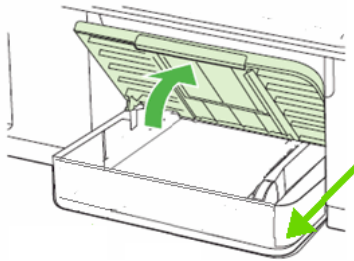This document provides instructions for loading plain paper, cards, photo paper, and envelopes.

To purchase paper, go to HP Home & Home Office.

Load plain paper in the input tray   −

Use the following steps to load paper in the input tray.

1. Raise the output tray.

   Figure : Raise the output tray and then pull out the input tray extender (if necessary)
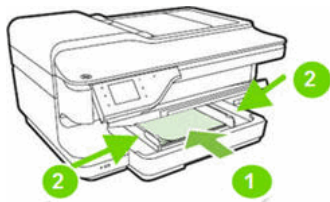

2. To load oversized paper, pull the input tray extender out as far as possible.

3. Slide out the paper width guides as far as possible.

4. Insert a stack of clean, unused, plain paper into the input tray with the short edge forward and the print side down.

   ⚠ **CAUTION:**

   Do not load paper while the printer is printing. Jams or paper feed issues might occur.

5. Position the stack of paper in the center of the input tray, and then slide the stack forward until it stops.

6. Adjust the paper width guides so that they rest against the stack of paper. Do not push the guides in so tightly that they bind against the paper.
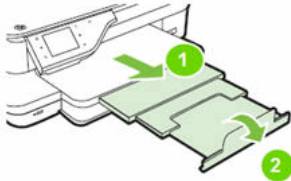
   Figure : Load the paper, and then adjust the paper width guides

1. Load the paper
1. Adjust the paper guides

7. Lower the output tray, and then pull out the tray extender.

Figure : Lower the output tray, pull out the tray extender and then flip up the paper catch

1. Pull out the output tray extender
1. Flip up the paper catch

Load cards or photo paper in the input tray   +

Load envelopes in the input tray   +

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