LaserJet Enterprise, PageWide Enterprise, OfficeJet Enterprise

Configuring printer/paper tray settings

Introduction

The printer automatically prompts you to configure a tray for type and size in the following situations:

- When you load paper into the tray

- When you specify a particular tray or paper type for a print job through the print driver or a software program and the tray is not configured to match the settings for the print job.

📝 **NOTE:**   The prompt does not display if you are printing from Tray 1, and Tray 1 is configured for the Any Size paper size and the Any Type paper type settings. In this situation, if the print job does not specify a tray, the printer prints from Tray 1, even if the paper size and type settings in the print job do not match the paper loaded in Tray 1.

Configure a tray when loading paper

1. Load paper in the tray. Close the tray if you are using Tray 2 or Tray 3.

2. The tray configuration message displays on the printer control panel.

3. Select OK to accept the detected size and type, or select Modify to choose a different paper size or type.

4. Select the correct size and type, and then select OK or Done.

Configure a tray to match print job settings

1. In the software program, specify the source tray, the paper size, and the paper type.

2. Send the job to the printer.

   If the tray needs to be configured, a tray configuration message displays on the printer control panel.

3. Load the tray with the specified type and size of paper, and then close the tray.

4. Select OK to accept the detected size and type, or select Modify to choose a different paper size or type.

5. Select the correct size and type, and then select OK or Done.

Configure a tray by using the control panel

You can also configure the trays for type and size without a prompt from the printer.

FutureSmart 3			
FutureSmart 4			

FutureSmart 3

1. From the Home screen on the printer control panel, scroll to and select the Trays button.

2. Select the tray that you want to configure, and then select the Modify button.

3. Select the paper size and paper type from the available options.

4. Select the OK button to save your selections.

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1. From the Home screen on the printer control panel, select Trays.

2. Select the tray to configure.

3. Select the paper size and paper type from the available options.

4. Select Done to save your selections.