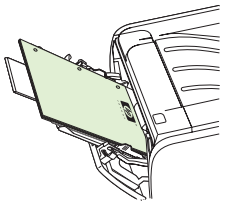
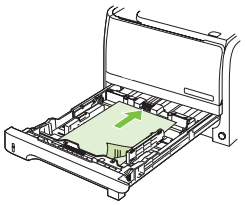
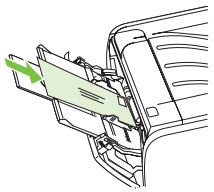
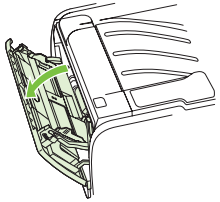
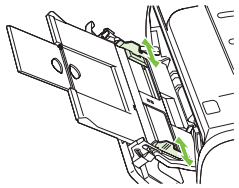
HP LaserJet P2030 Series Printer – Manage and Maintain

Fill paper trays

How do I?	Steps to perform
Load paper and print media Paper orientation for loading trays	Tray 1 • Face-up • Top edge leading into the product  Tray 2 • Face down • Top edge at the front of the tray  Envelope printing • Use only Tray 1 for printing envelopes. • Front of envelope face-up • Short edge with postage leading into the product 
Tray 1	• Tray 1 is accessed from the front of the printer.  Media guides ensure that the media is correctly fed into the printer and that the print is not skewed (crooked on the media). When loading media, adjust the media guides to match the width of the media that you are using. 

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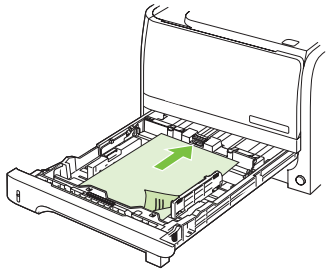
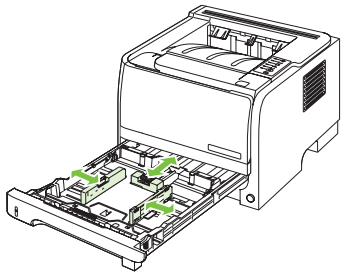
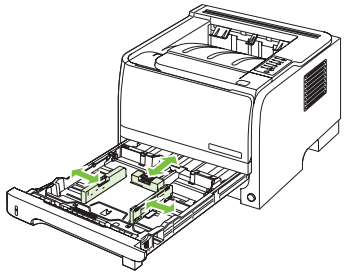
How do I?	Steps to perform
Load paper and print media (continued) Load Tray 2	**NOTE:** When you add new media, make sure that you remove all of the media from the input tray and straighten the stack of new media. This reduces jams by preventing multiple sheets of media from feeding through the printer at one time.  Media guides ensure that the media feeds correctly into the printer and that the print is not skewed. Tray 2 has side and rear media guides. When loading media, adjust the media guides to match the length and width of the media that you are using. 
Load A6-size paper	When loading A6-size paper, adjust the length by sliding forward only the center panel of the rear media guide. 

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