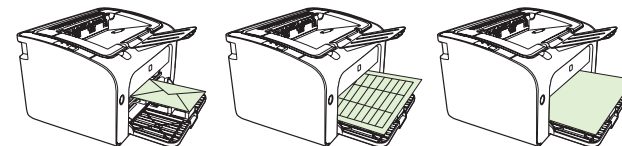




Fill paper trays

How do I?	Steps to perform
Fill the paper trays	<p>1 Load media with the top forward and the side to be printed on facing up. To prevent jams and skewing, always adjust the side media guides before feeding the media.</p> <ul style="list-style-type: none">○ The priority feed slot (HP LaserJet P1006/P1009/P1500 Series only) holds up to ten sheets of media or one envelope, one transparency, or one sheet of labels or cardstock.○ The main input tray of the HP LaserJet P1000 Series holds up to 150 pages of 75 g/m² (20 lb) paper, or fewer pages of heavier media (a 15 mm (0.6 inch) stack height or less).○ The main input tray of the HP LaserJet P1500 Series holds 250 pages of 75 g/m² (20 lb) paper, or fewer pages of heavier media (a 25 mm (0.9 inch) stack height or less).





How do I?	Steps to perform
<p>Adjust trays for short media (HP LaserJet P1002/P1003/P1004/P1005 only)</p> <p>If you are printing on media shorter than 185 mm (7.28 in), use the Short Media Extender to adjust your input tray.</p>	<ol style="list-style-type: none"><li data-bbox="730 300 1323 359">1 Remove the Short Media Extender tool from the storage slot on the left side of the media input area.<li data-bbox="730 630 1249 657">2 Attach the tool to the adjustable media guide.<li data-bbox="730 949 1333 1034">3 Insert the media into the device until it stops and then slide the adjustable media guide, with the tool attached to support the media.<li data-bbox="730 1273 1323 1358">4 When finished printing with short media, remove the Short Media Extender tool and place it back in the storage slot.

