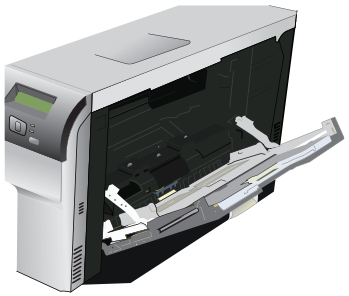
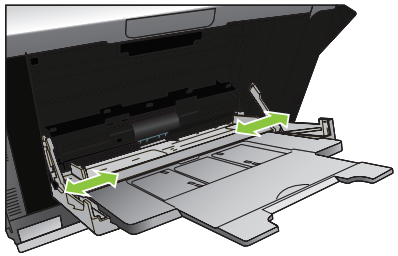
HP Color LaserJet CP5220 Series Printer – Media

Load Trays

How do I?	Steps to perform
Load Tray 1	1 Open Tray 1.  2 If loading long sheets of media, pull out the extension tray. 3 Extend the paper guides fully and then load the media stack into Tray 1. Adjust the paper guides to the size of the paper. **NOTE:** Place the media into Tray 1 with the side to be printed on face-down and either the top (rotated media) or right edge toward the product. 

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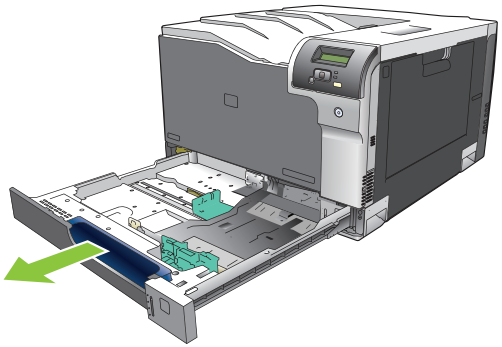
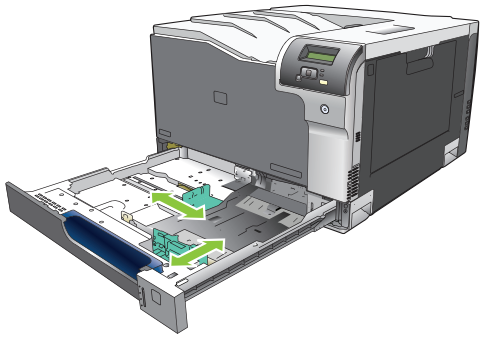
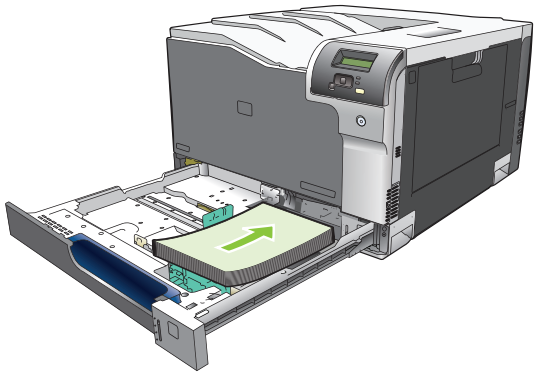
How do I?	Steps to perform
Load Tray 2 or 3	1 Pull the tray out of the product.  2 Slide open the paper length and width guides.  3 Place the paper face-up in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper. **NOTE:** The following sizes should not be rotated: letter, A4, Executive, and B5 (JIS). Load those media types so that the long edge is against the right side of the tray. 

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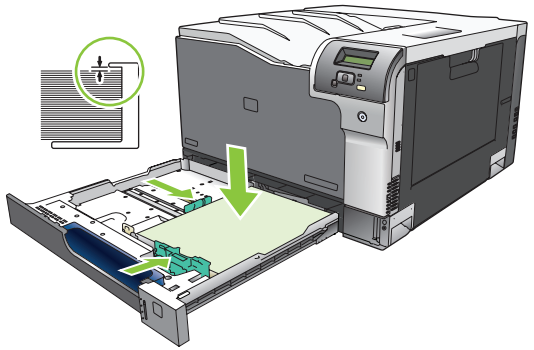
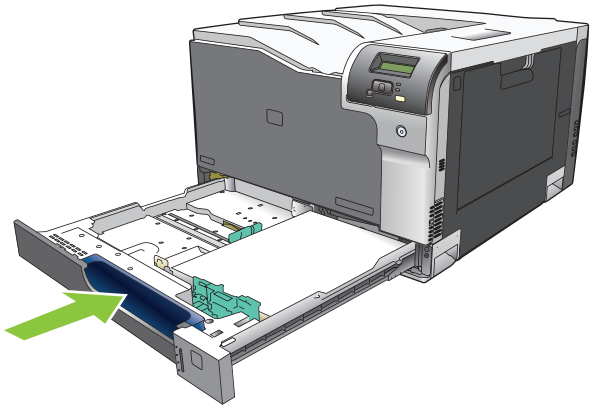
How do I?	Steps to perform
	4 Push down on the paper to make sure that the paper stack is below the paper limit tabs on the side of the tray.  5 Slide the tray into the product. 

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