



Memorandum

To: Admissions Staff

From: Jeffrey Lunnie

Subject: Corrected instructions on how to use the printer trays.

CC: Boss-Man

Purpose Statement

The purpose of this memo is correct the instructions of the last memo concerning tray usage of the new printer. This memo will give you proper directions on how to use the device and offer support contact information.

I want to open by first apologizing over the lack of clarity in the last memo. The last instructions did not specify on how to properly use the bottom tray which lead to delays because it was continuing to being set to customized print jobs. The new instructions should solve any confusion surrounding the bottom tray and the back tray as well

New Instructions

1. The bottom tray is for standard printing and copying. This is the tray, that by default, you will use when copying or printing. 8.5 x 11 white paper only goes in this tray. Do not change the paper, settings, or paper width adjuster plastic piece in any way. Please refill when the paper runs out.
2. The back tray is for customized printing and copying. This tray is prioritized to go first when filled with paper. Should you want to change the color or size of your print, this is the tray you would use. Please remember to adjust the paper width adjuster plastic piece to your desired paper size and, always leave this tray empty when you are done so the bottom tray will be used by default.

Technical Support

Going forward, this should help in how to properly use the printer. Should you need assistance, please contact John Doe in IT at johnndoe@it.com or send a message to his username "johndoe" on Microsoft Slack.

Thank you for your understanding,

Jeffrey Lunnie
Technical Writer
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