

From: (null) 
Subject: Corrected Instructions for Using Printer Trays
Date: August 9, 2026 at 5:38 PM
To: tiwaytoocool@gmail.com
Cc: tiwaytoocool@gmail.com
Bcc: tiwaytoocool@gmail.com



Printer Tray Memorandum

To: Admissions Staff

Purpose Statement

This memo corrects the instructions in the last memo regarding tray usage for the new printer. It will also offer new instructions and support contact information.

First, I want to apologize for the lack of clarity in the last memo. The last instructions did not specify how to properly use the bottom tray, which led to delays because it was continuing to be set for customized print jobs. The new instructions will solve any confusion surrounding both the bottom and back tray.

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 the 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.

Going forward, this should help with how to properly use the printer. Should you need assistance, please contact John Doe in IT at [johndoe@it.com](mailto: johndoe@it.com) or send a message to his username "John doe" on Slack.

Thank you for your understanding,

Jeffrey Lunnie
Technical Writer
Oregon State University