

OHIO AUDITOR OF STATE KEITH FABER



TO: UAN Users
FROM: UAN Support
DATE: March 1, 2025
SUBJECT: UAN Printer Tray Settings

This document details each step to reset your HP printer to the preferred UAN tray settings.

1. Double click on printer icon from the home screen page
2. Select HP Toolbox
3. Select Settings in the top tab of HP Smart
4. Select Preferences
5. Select Paper and Tray Management
6. Tray 1 - Envelope #10
7. Tray 2 - Legal
8. Tray 3 - Letter
9. Paper type should all say any type
10. Select apply at the bottom of the page
11. Select Ok
12. Close out window