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TO: UAN CLIENTS

FROM: UAN SUPPORT

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SUBJECT: DELL PRINTER TRAY RESET INSTRUCTIONS



Dell B2360dn Single Function

All Steps will be performed on the Printer's LCD Screen

1. Press the Tools Button
2. On Paper Menu, Press the OK Button
3. On Default Source, Press the OK Button
4. Press the Right Button once to Tray 2, then Press the OK Button
5. Press the Right Button once to Paper/Size Type, Press the OK Button
6. On Tray 1 Size, Press OK
7. Press the Right Button once to Legal, then Press the OK Button
8. Press the Right Button twice to Tray 2 Size, then Press the OK Button
9. On Letter, Press the OK Button
10. Press the Back Button three times to return to the Printer's main menu.

Dell B2375dnf Multi-Function

All Steps will be performed on the Printer's LCD Screen

1. Press < or > (Side scroll arrows) to **My Settings**.
2. Press **My Settings** > **Machine Setup** > **Paper Setup** from the main screen.
3. Press **Tray 1**
4. Press the **Paper Size**.
5. Press **Legal**
6. Press the **Check Mark**  to complete.
7. Press the **Back** (Curved arrow) twice
8. Press **Tray 2**
9. Press the **Paper Size**.
10. Press **Letter**
11. Press the **Check Mark**  to complete.
12. Press the **Back** (Curved arrow) three times

13. Press **Tray Behavior**
14. Press **Default Source**
15. Press the Option on the Right (It may be Tray 1 or 2), Change to **Tray 2** using the right arrow.
16. Press the **Back** (Curved arrow) 3 times.

NOTE: Refer to Dell B2375dnf User's Manual for more details – pages 130-150.

Download Dell B2375dnf User's Manual: http://downloads.dell.com/Manuals/all-products/esuprt_printers_main/esuprt_printers_mono_laser/dell-b2375dnf_User%27s%20Guide_en-us.pdf