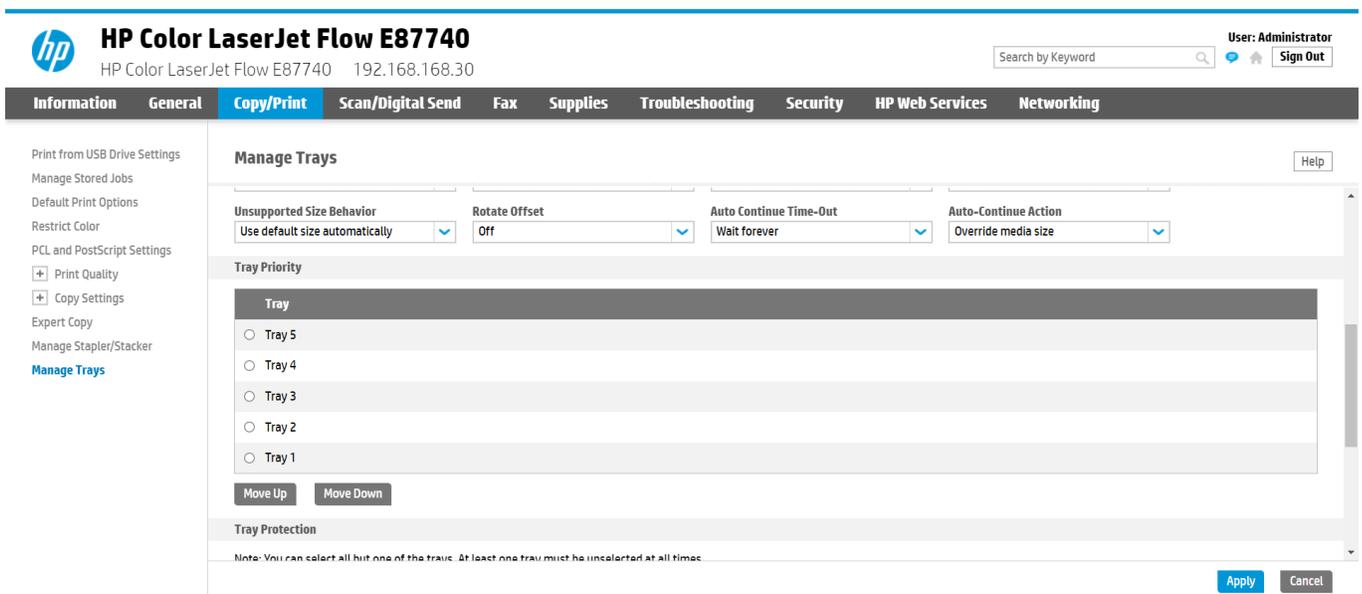


HP PRODUCT QUICK GUIDE

CHANGING TRAY PRIORITY

1. Access your devices Web Page by entering the IP address in a web browser
2. Using the button in the upper right corner, sign in as administrator using "95973" as the password.
3. Select Copy/Print Tab on the top menu
4. Select Manage Trays on the left side menu
5. Scroll down to Tray Priority
6. Select the Tray you wish to be your default tray
7. Select Apply



The screenshot displays the HP Color LaserJet Flow E87740 web interface. The top navigation bar includes the HP logo, the device name "HP Color LaserJet Flow E87740", the IP address "192.168.168.30", a search bar, and user information "User: Administrator" with a "Sign Out" button. The main menu is divided into several tabs: Information, General, Copy/Print (selected), Scan/Digital Send, Fax, Supplies, Troubleshooting, Security, HP Web Services, and Networking. On the left side, a sidebar lists various settings categories, with "Manage Trays" highlighted. The "Manage Trays" section contains several configuration options: "Unsupported Size Behavior" (set to "Use default size automatically"), "Rotate Offset" (set to "Off"), "Auto Continue Time-Out" (set to "Wait forever"), and "Auto-Continue Action" (set to "Override media size"). Below these options is the "Tray Priority" section, which features a list of five trays (Tray 5, Tray 4, Tray 3, Tray 2, Tray 1) with radio buttons next to each. Below the list are "Move Up" and "Move Down" buttons. At the bottom of the page, there is a "Tray Protection" section with a note: "Note: You can select all but one of the trays. At least one tray must be unselected at all times." The "Apply" and "Cancel" buttons are located at the bottom right of the interface.

