

# User Guide: Resetting Password and Changing Printer Paper

## 1. How to Reset Your Password

If you forgot your password or need to reset it, follow these steps:

- Go to the login page of your system (e.g., <https://login.company.com>).
- Click on 'Forgot Password?'
- Enter your registered email address.
- Check your email inbox for a reset link.
- Click the reset link and enter your new password.
- Confirm the new password and complete the process.

**\*\*Note:\*\*** If you do not receive the email, check your spam folder or contact IT support.

## 2. How to Change Paper in a Printer

If your printer shows a 'No Paper' error, follow these steps to add paper:

- Locate the paper tray at the bottom or side of the printer.
- Pull out the paper tray carefully.
- Place a stack of plain paper neatly into the tray.
- Adjust the paper guides so they touch the edges of the paper.
- Push the tray back into the printer until it clicks.
- Wait for the printer to detect the new paper.

**\*\*Tip:\*\*** Fan the stack of paper before loading to prevent paper jams.