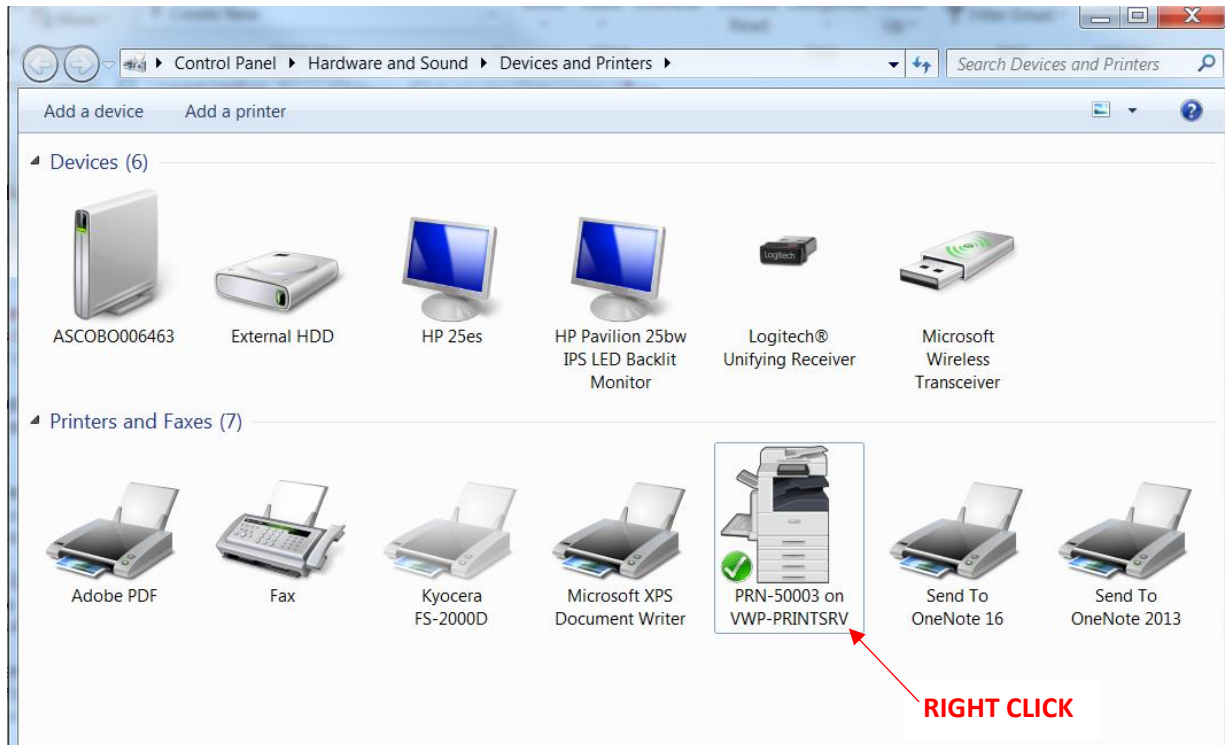
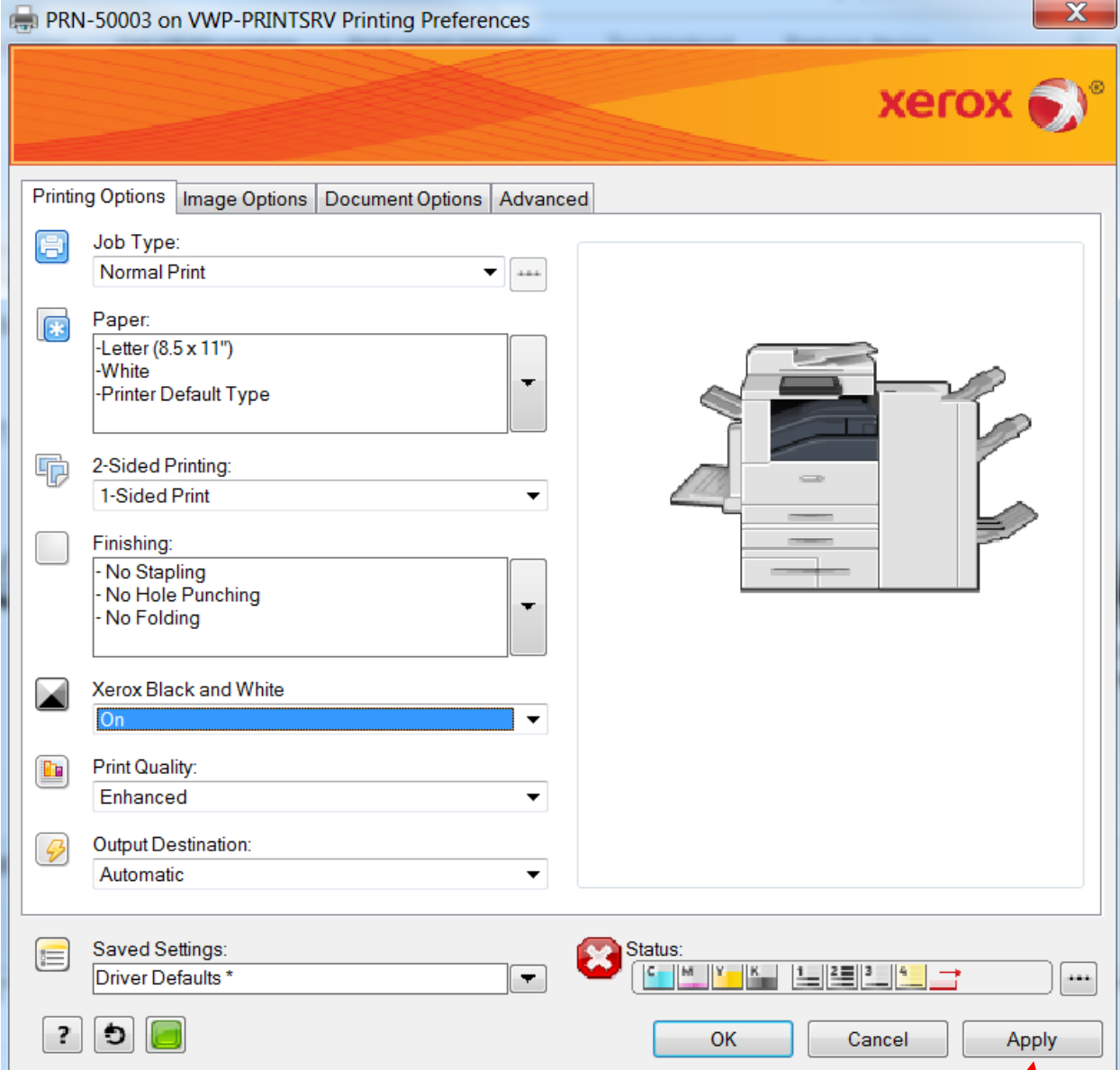


UPDATING PRINT DRIVER DEFAULTS

1. Select the START menu from your taskbar and go to **Devices and Printers**. **Right click** and select **Printing Preferences** on the printer that you want to change the defaults on.



2. The Printing Preferences screen below will pop up. You can update the printer to default to *2-Sided Printing, Black and White, etc.* Once you have updated the default you want, click **Apply** to save the defaults for your future printing jobs.



DON'T FORGET