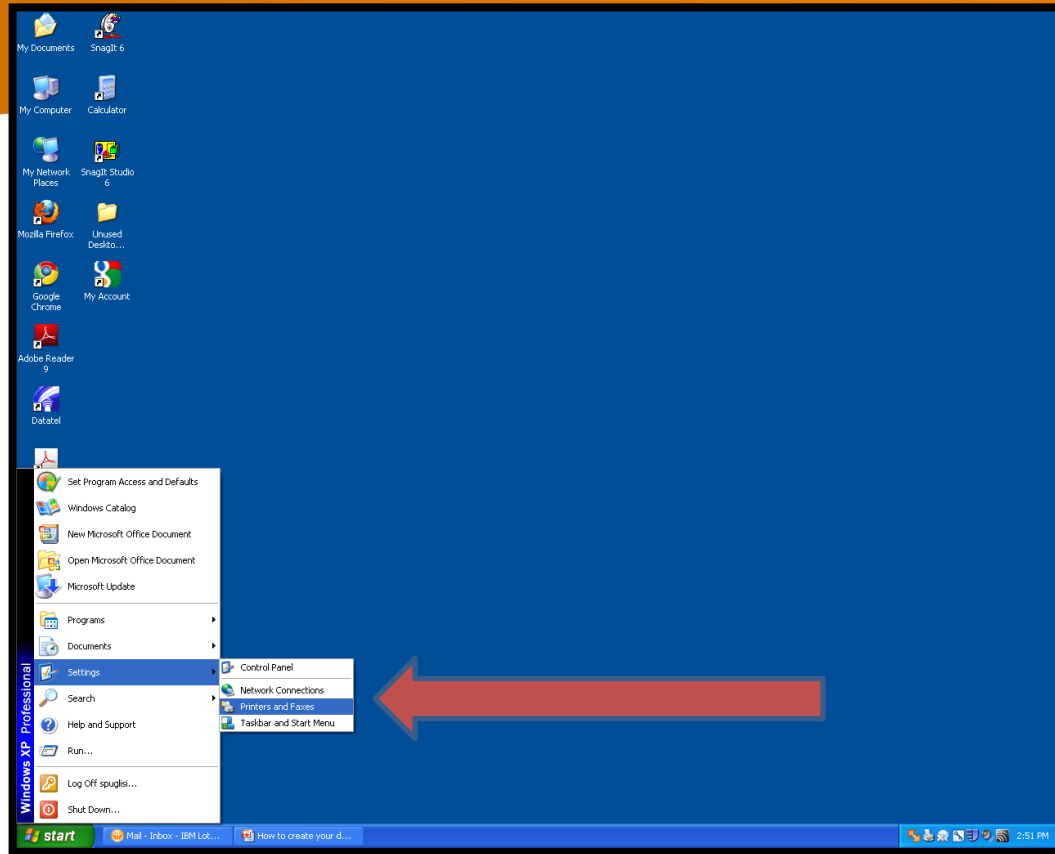
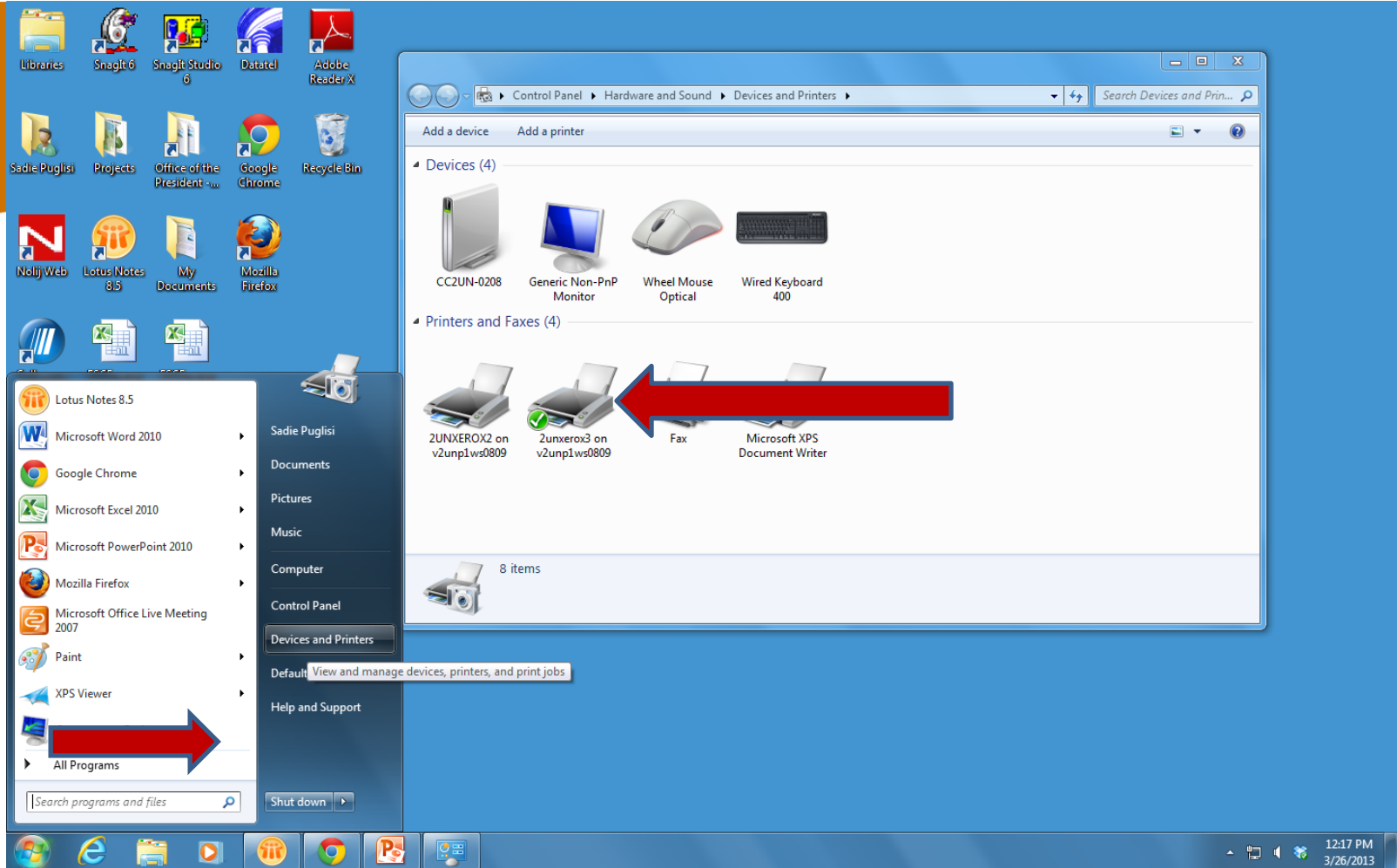



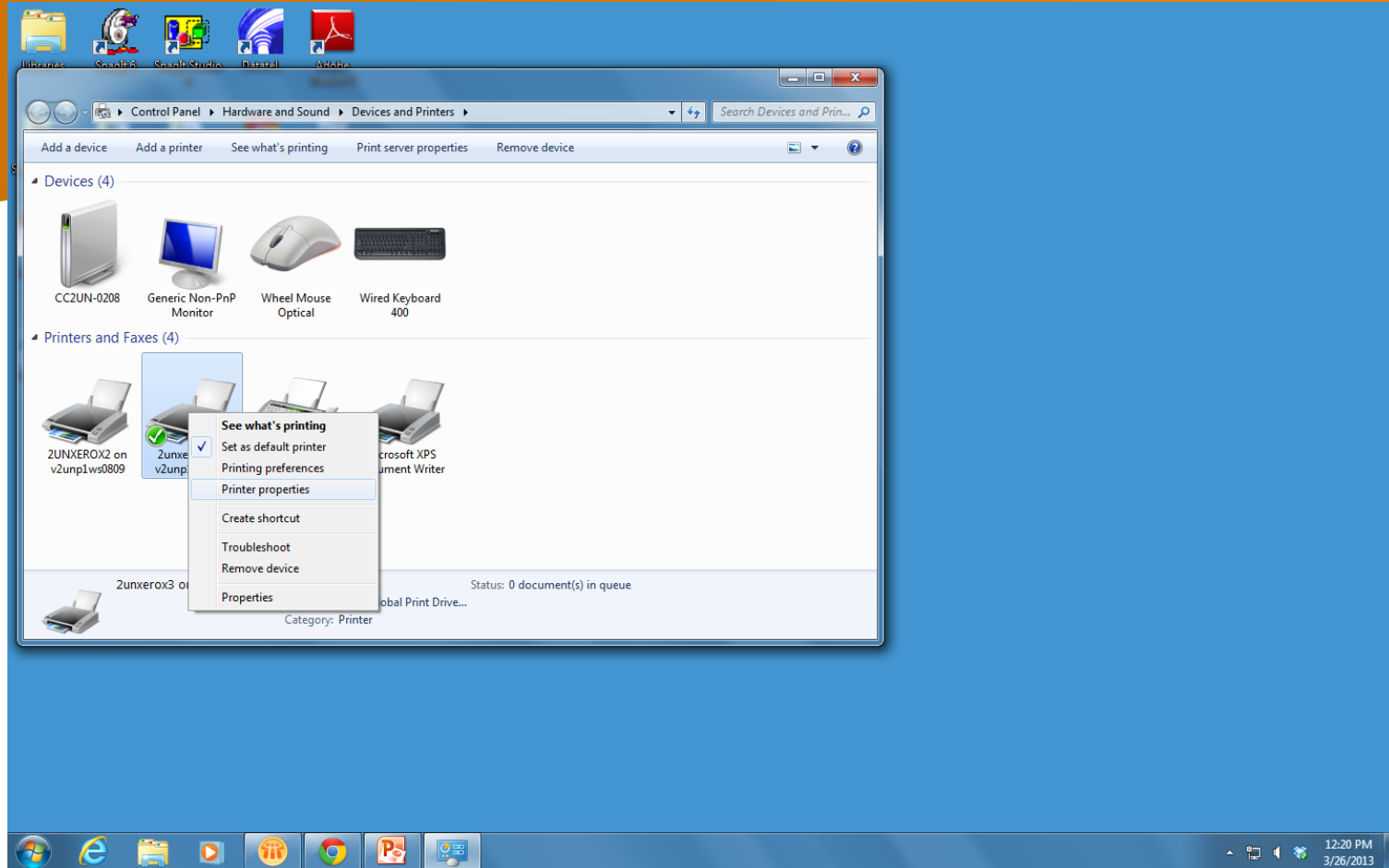
# How to change printer default settings



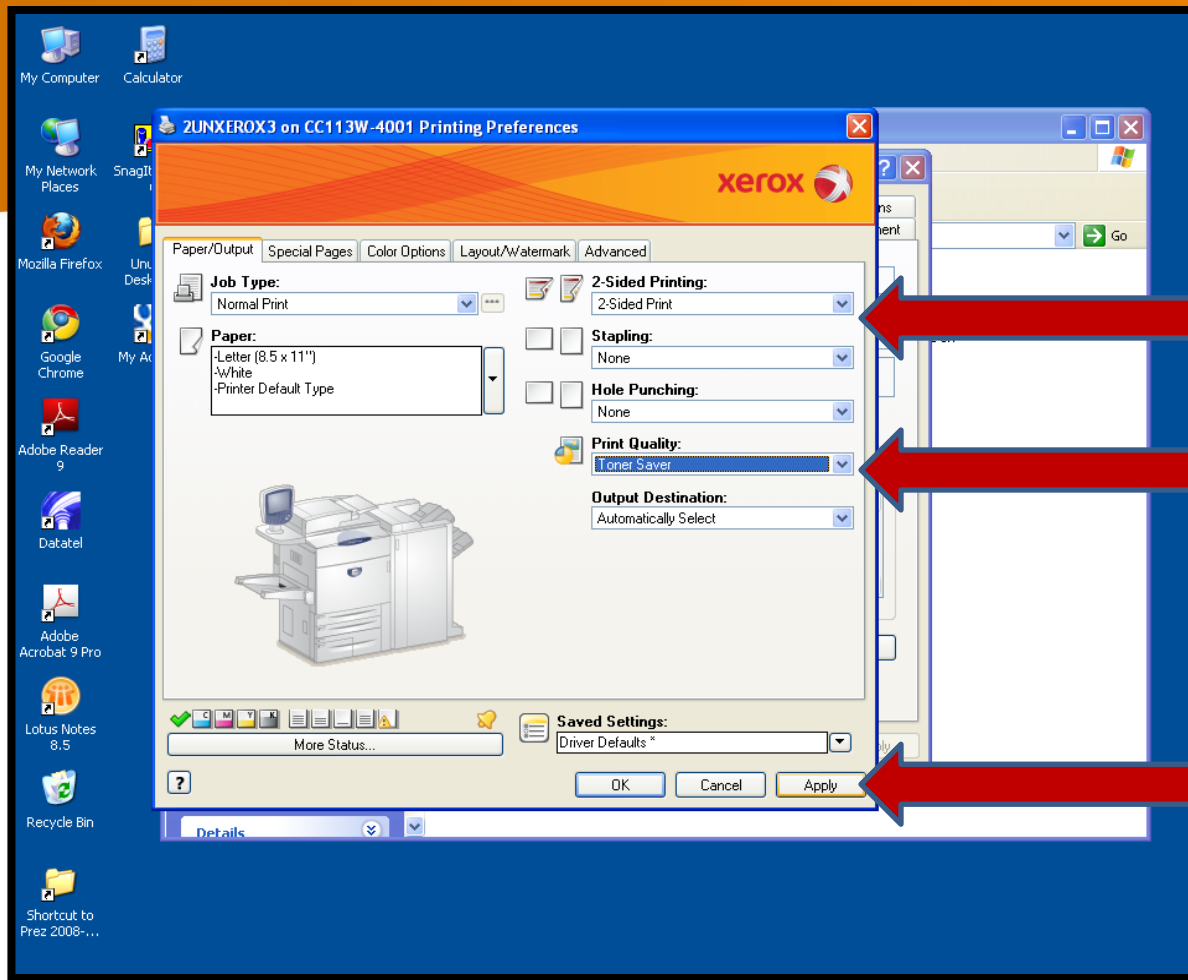
Start menu  Devices and Printers



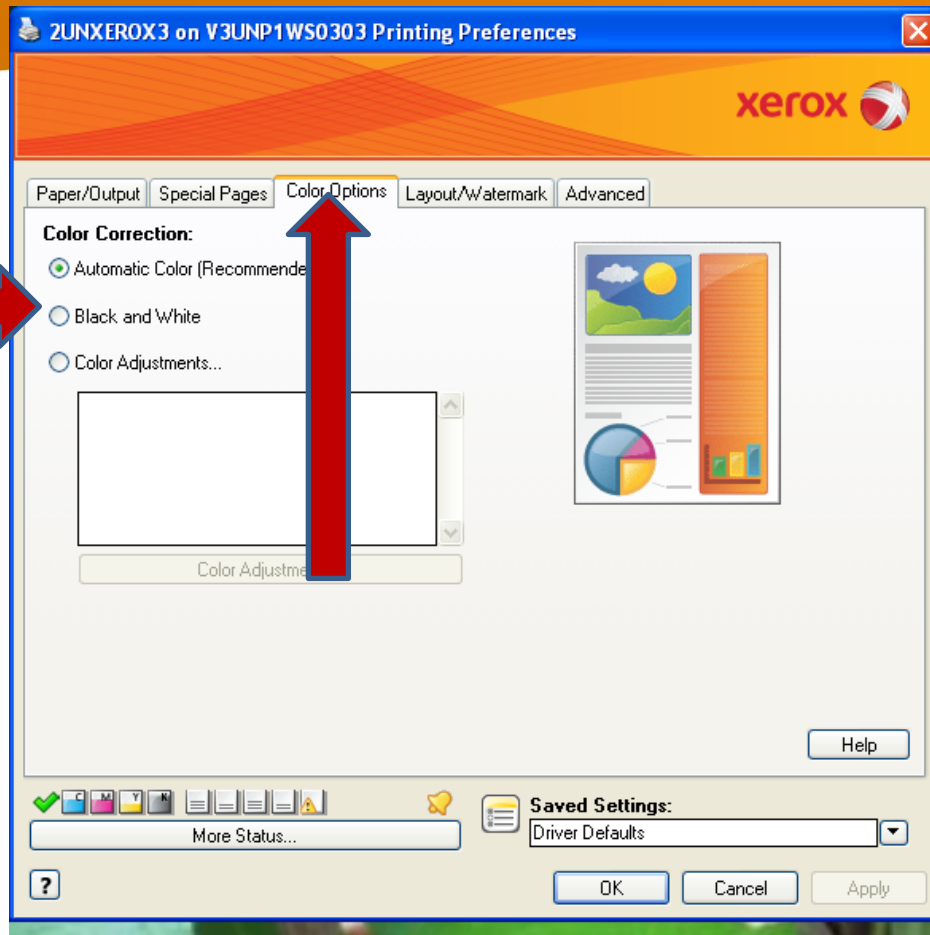
Find the printer that you use the most, if it is the one you used last, it will have a check mark next to it. Right click on the printer icon  choose **Printer Properties**



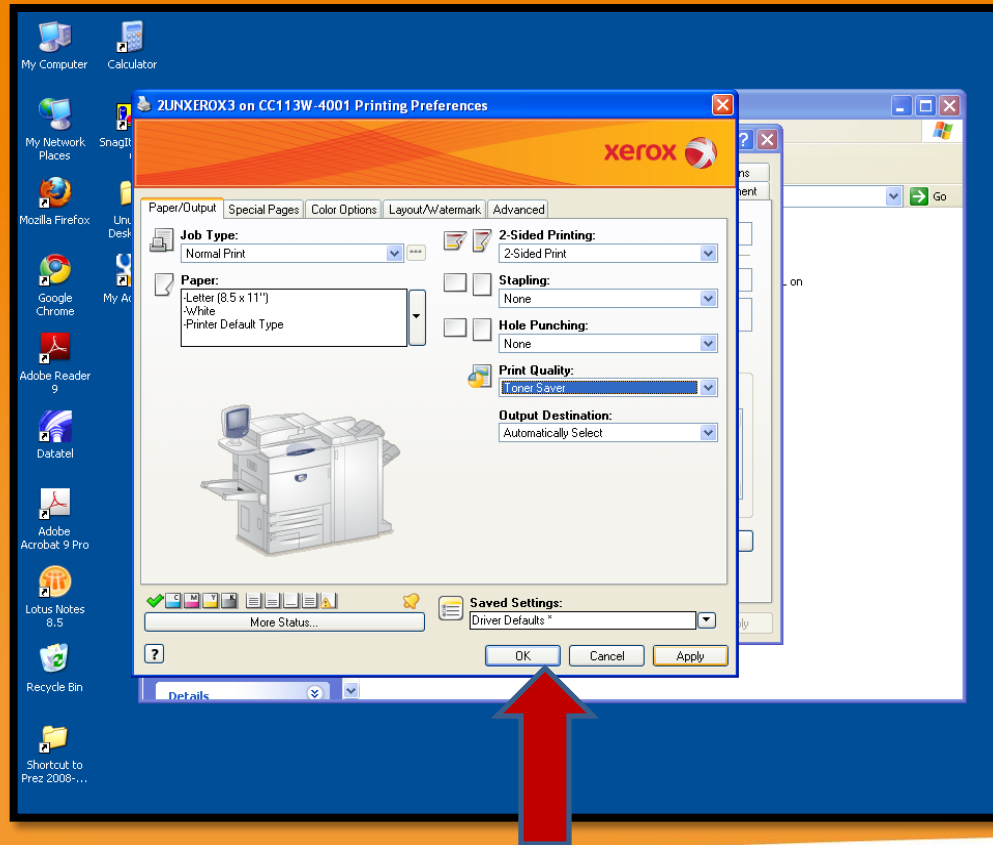
From the pop up window choose  **General** then 



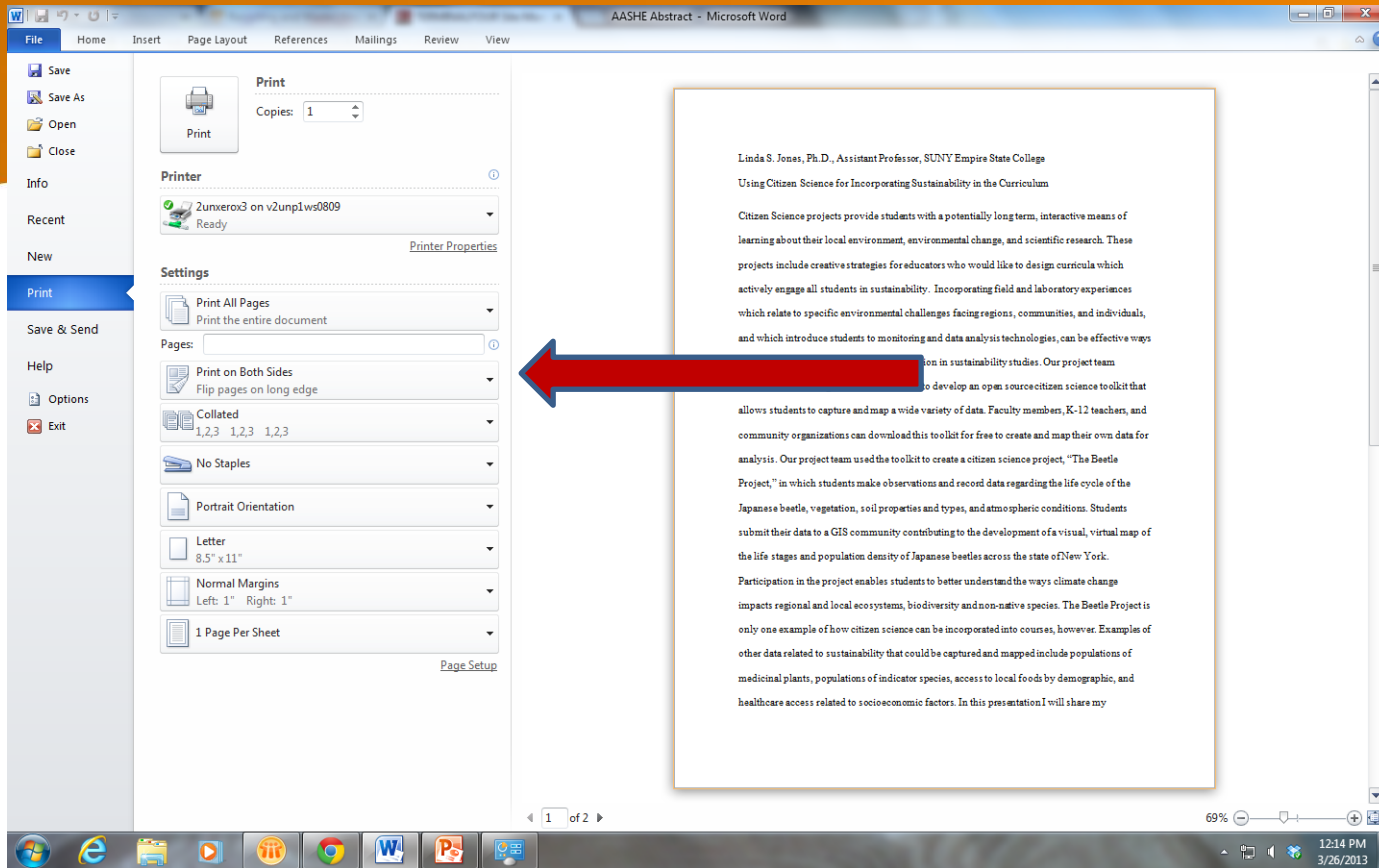
From the drop down menus choose  **Choice of 1 or 2 Sided Print**  
 **Toner Saver**  then **Apply**



From the **Color Options** tab choose  color choice from options (we suggest black and white)



If the pop up box does not close, choose  **OK**



Each time you print, you can change the setting to print single sided for that single print event.