

SETTING PRINT DEFAULTS

Setting your print defaults can save you time by eliminating several routine “clicks” you must do when sending a job to print.

Setting your print defaults:

1. Using Control Panel, open “Device and Printer”
2. Right Click on desired printer, select “Printing Preferences” and then select the printer
3. Using the tab menu along the top, customize your printing preferences; For example: 2-sided print, private print, paper size, paper source etc
 - a. Note- this will now become the default printing for your documents; if you want to create custom specifications to apply for specific types of documents, you should set-up a “print profile” to save. This is done directly through your print driver.
4. Click Apply then OK

I have utilized this function to send all my documents to “private print”. This will hold my printing until I manually “release” them from the system- allowing me to make one trip to the printer, print and collect everything at once and save time by eliminating multiple trips.

