

SHARP PRODUCT QUICK QUIDE

DEFAULTING THE PRINT DRIVER

- 1. Go into your Computer's Settings (Access from your start menu and select the gear icon)
- 2. Select Devices
- 3. Select Printers and Scanners
- 4. Select the printer you wish to default, click manage
- 4. Select "Printing Preferences"
- 5. Make any changes to the current defaults that you wish to alter
- 6. Select Apply
- 7. Select Ok

Printing Preferences			
< Main	Paper Source A Fi	nishing 12 Layout	Job Handling >
Favorites:			
Untitled ~	Save		Defaults
Copies:		N-Up:	
1 + -		1 None ~	
Original Size: 8.50 x 11.00 in.	Output Size: 8.50 x 11.00 in.	Staple:	
Letter ~	Same as Original Size \lor	A None ~	
Orientation:	Zoom	Document Filing:	
A Portrait ~	Settings	None ~	
2-Sided Printing:		Color Mode:	
Long Edge v		Automatic ~	
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		ОК	Cancel Apply Help

