

HP PRODUCT QUICK QUIDE

HOW TO DEFAULT YOUR COPIER

- 1. Select the Function to you wish to default (ex. Copy, Scan...etc.) for this example we are using images from the copy screen. They will be very similar to the scan screen.
- 2. Change the Settings you wish to be your default. (Ex. Color Mode, single sided...etc.)
- 3. Select the Save Button (This button is located on the initial screen of all functions
- 4. Select Save as App Defaults
- 5. Select Save at the bottom of the screen

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Sides	Save Settings
1-sided to 1-sided Quick Sets and Defaults Load Save	Save as a Quick Set
	Save as app defaults
	Touch "Save" to apply all of the current settings as the default job options for both the Copy app and the Scan to Job Storage app.
	Cancel Save
Options	1 📣 Сору

6. This will cause all the current settings remain as your default settings







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