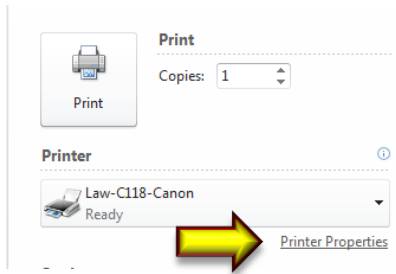


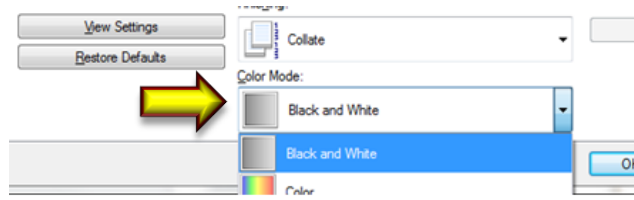
How To Change Default Print Settings

There are instances where you may need to change these settings for certain print jobs. Below are steps on how to change various print settings.

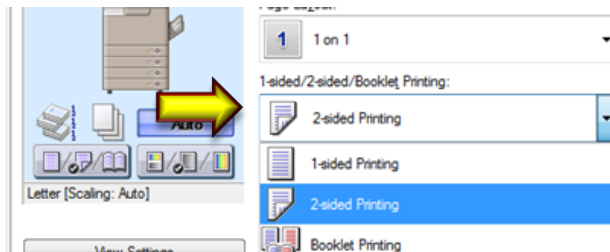
1. After selecting the printer, please go to the print settings located within Printer Properties



If you need to print in color, you can change the color mode from “Black and White” to “Color”.



If you need to print single sided, you can change the feature from “2-sided Printing” to “1-sided Printing”



If you need to print directly to the machine without the use of a pin, you can change the output method from “Secured Print” to “Print”.

