Printing Basics – Default Printer Settings

1. From your PC, click on the Windows icon in the lower left hand corner (otherwise known as the “Start” Menu).

2. Select Devices and Printers

3. A list of printers will be displayed. Right-click on the chosen printer and select "Printing Preferences"

- **Page Size**: Enables you to select the paper size prepared by the application.
- **Output Size**: Enables you to select the actual paper size to be printed on. If you select a size that differs from the *Page Size* setting, the document is automatically enlarged or reduced to fit the *Output Size* setting.
- **Copies**: Enables you to set the number of copies to be printed.
- **Orientation**: Enables you to select the print orientation with respect to the direction in which the page is fed through the printer.
**Print Style:** Enables you to select between single-sided, 2-sided and booklet printing. Booklet printing allows you to bind printed documents into a booklet by printing 2 pages of a document onto each side of the paper, such that they can be folded in half to create a booklet (4 pages of a document are printed onto one sheet of paper).

**Finishing:** When printing multiple copies, enables you to set the order of pages and whether to staple the pages.

**Staple Position:** Outputs the pages in the order specified for [Collate] or [Group] stapled together. Clicking [Staple Position] enables you to set the position of the staple(s).
Printing Basics - Paper Source

Paper Source: Here you can specify the paper source used to output your print. This is useful if printing on a select media through the Multi-purpose tray.

Paper Selection: You can change the paper source method depending on the page.

[Same Paper for All Pages]
Enables you to set the paper source or paper type for all pages.

[Different for First, Others, and Last], [Different for First, Second, Others, and Last]
Enables you to set the paper sources or paper types for each of the pages indicated.

[Different for Cover and Others]
Enables you to set the paper sources or paper types for the cover and other pages.

Required condition: Select [Finishing] sheet → [Print Style] → [Booklet Printing]

[Insert Sheets]
Inserts sheets of paper between the specified pages. Click [Insert Sheets Settings] to configure settings relating to the inserted sheets. Select the original paper from [Original Paper Source] or [Original Paper Type].

[Transparency Cover Sheets]/[Transparency Interleaving]
When printing on transparencies, inserts paper sheets between each transparency. Select the paper source or paper type for [Interleaf Sheets] and [Transparencies]. Selecting [Print on Insert Sheets] prints on the interleaf sheets as well.
**Objective:** Enables you to set a print quality mode that matches the purpose of the document by simply selecting a setting.

**Color Mode:** If available on the device you are printing to, enables you to switch between color printing and grayscale (black and white) printing. Selecting *Auto *Color/B&W]] enables the printer to automatically detect whether each page should be printed in color or grayscale.