

CHANGING THE DEFAULT PRINT SETTING TO “STORE” IN THE APPROPRIATE MAILBOX

A. CHANGING FROM DEFAULT MAILBOX (00, 01 OR 99 IN MOST CASES) TO YOUR OWN MAILBOX

Go to “start” menu in Windows

Choose **Settings** (If you do not have Settings, choose **Control Panel**)

Open “**Printers and Faxes**” (double left click or right click and select “Open”)

Select appropriate Printer (right click)

After selecting, right click on “Printing Preferences”

On the Page Setup tab, there is a box called “Output Method”. You should see “Store”. If you do not see “Store”, go to Section B below, and proceed from the “***”

Beside the box that has the word “Store” in it, there is another little button to the right. It designates “Store Destination”.

Left click on the “Store Destination” button, and select the Mailbox with your name on it.

OK, Apply (depending on your Windows version, you may or may not need to click “Apply” and the number of OKs may vary)

B. MAKE “STORE” IN A MAILBOX THE DEFAULT PRINT SETTING RATHER THAN DIRECT “PRINT”

Go to “start” menu in Windows

Choose **Settings** (If you do not have Settings, choose **Control Panel**)

Open “**Printers and Faxes**” (double left click or right click and select “Open”)

Select appropriate Printer (right click)

After selecting, right click on “Printing Preferences”

On the Page Setup tab, there is a box called “Output Method”. You will see “Print”.

*** Click on the down arrow, and choose “Store”

You will see a message telling you that the output method will be changed to “Store”

Choose “Yes” and select the mailbox with your name on it

OK, Apply, and maybe one more OK

CHANGING THE DEFAULT PRINT SETTINGS FOR SPECIFIC JOBS

1. To override the “Store” setting in the Print Driver

Select “Print” from the application you are working in

Choose “Properties”

At “Output Method”, left click on the down arrow

Select “Print”, **Apply, OK, OK, OK**

2. To override the “2-Sided Printing” setting in the Print Driver

Select “Print” from the application you are working in

Choose “Properties”

Choose the **Finishing Tab**

At “Print Style”, left click on the down arrow

Select “1-Sided Printing”, **Apply, OK, OK, OK**

