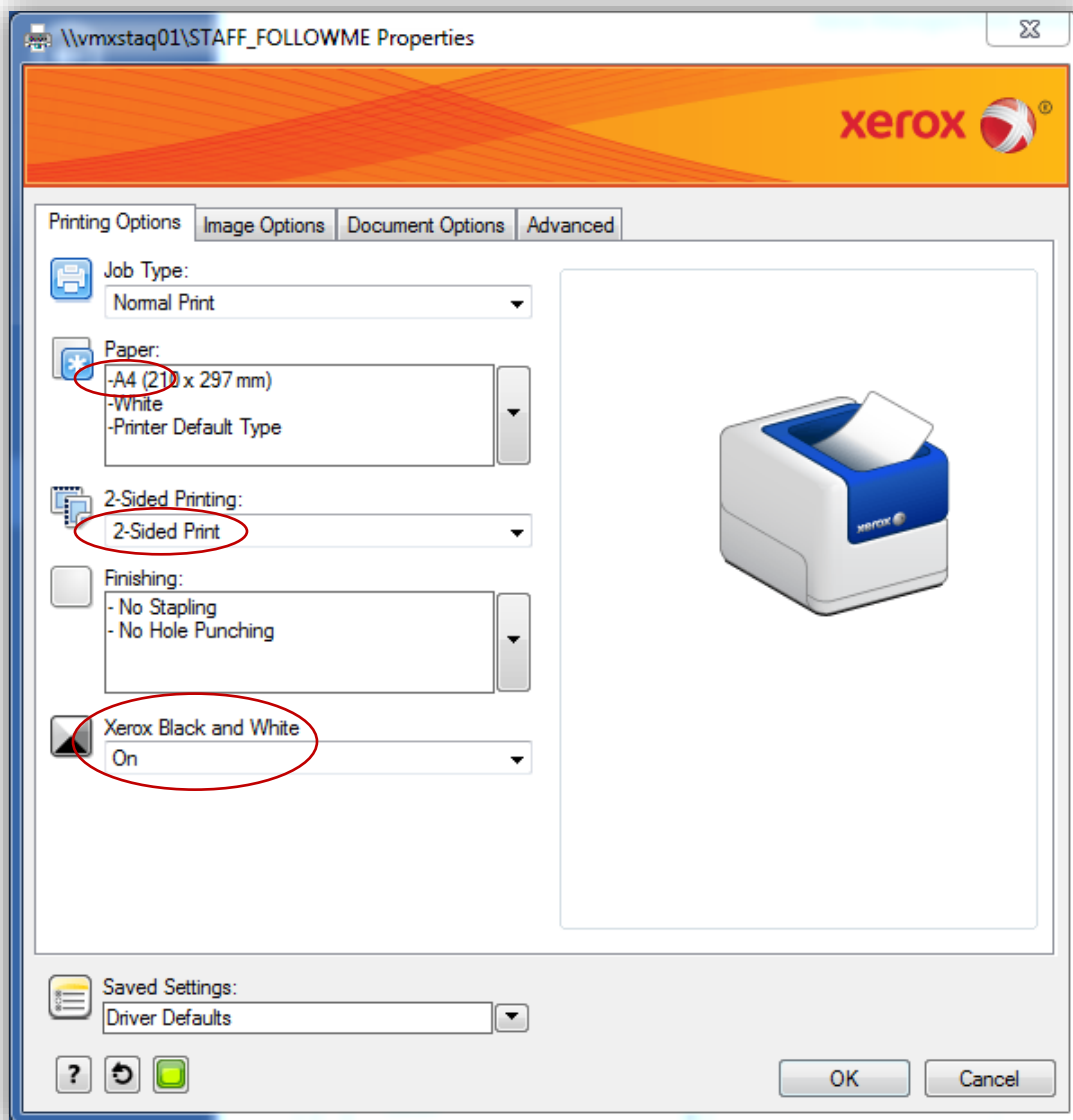


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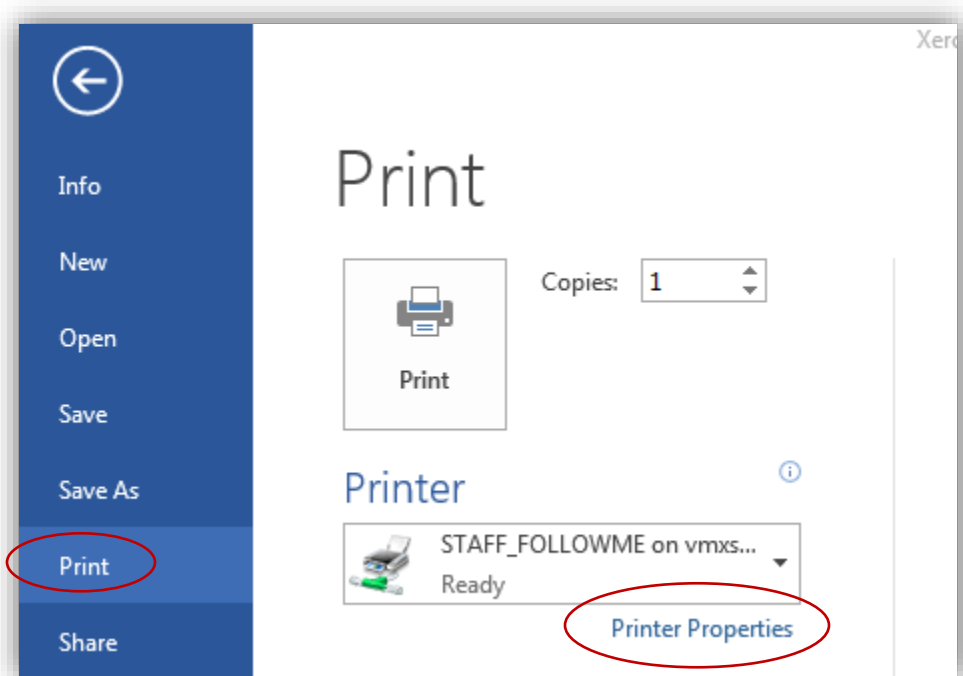
- 1) The new print queues, STAFF_FOLLOWME, STUDENT_FOLLOWME and MOBILE_FOLLOWME are defaulted to print as:
 - a. Black and White
 - b. A4
 - c. Double-sided
- 2) If you wish to change these settings the best place is to set them in the Printer Properties screen (see below) before you send the job to be printed.



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- 3) To reach the Printer Properties screen click "Print" in the document you wish to print.
- 4) Then look for the blue link to "printer Properties" and click it to take you to Printer Properties screen.
- 5) The example screen below is from Microsoft Word.



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- 6) The look and feel of non-Microsoft applications may differ. For example having selected to print a pdf you are taken to the following page.
- 7) Here you will need to click the button labelled “Properties” to reach the Printer Properties screen.

