



Changing the Xerox Printer Default Settings

Stonehill College Information Technology
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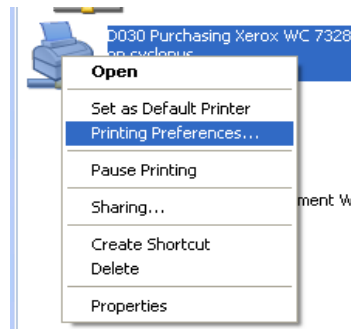
Instructions for PC Users

Go to the START button on your PC

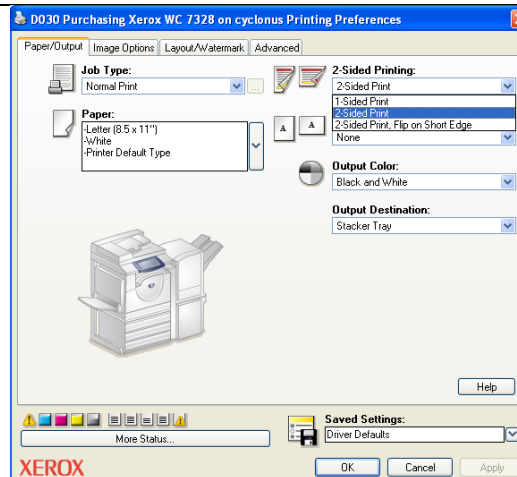
1. Select Settings / Printers and Faxes



2. Right click on the printer you want to use for the 2-sided default setting and choose "Printing Preferences..."



3. In the "2-sided Printing:" drop down box, select "2-Sided Print" to print double sided, or "1-Sided Print" for single sided.
4. Select "Apply" and then OK
5. The selection you made will be the new default settings.



Please call the Help Desk at Ext. 4357(HELP) with any questions