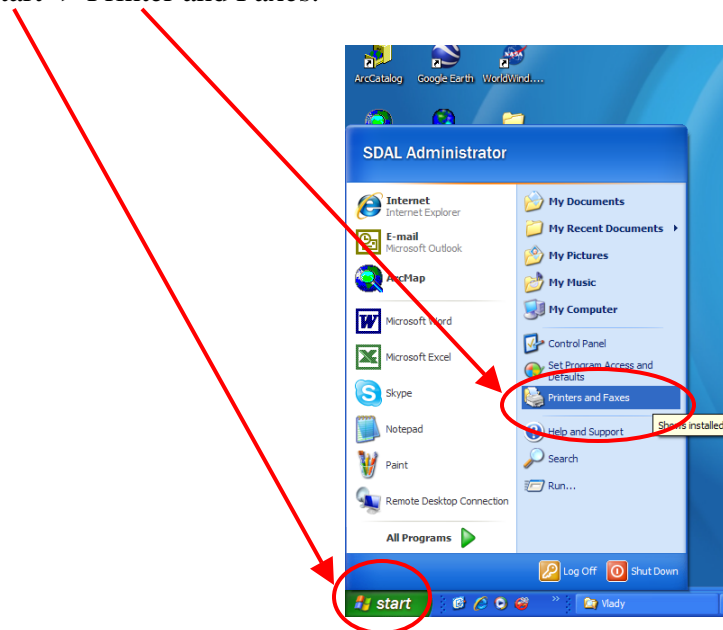


## How to Change Printer Defaults for all Users

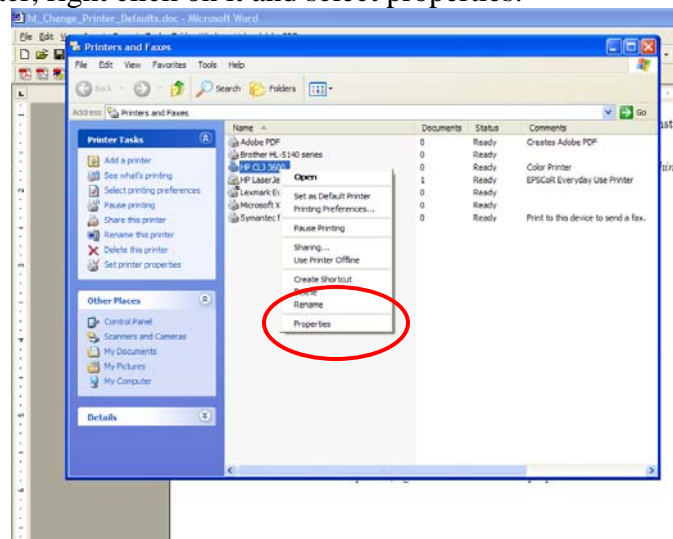
We will use HP CLJ 3600 as an example for this how to. The printer must be installed and operational on the machine you would like to change the defaults. You **must have administrator privileges** to perform the following operation.

*Note: This how-to will explain the process of changing the defaults for a particular machine (all the users who log on the machine will have those new defaults). You need to do the same operation on every machine you would like to change the defaults printer settings.*

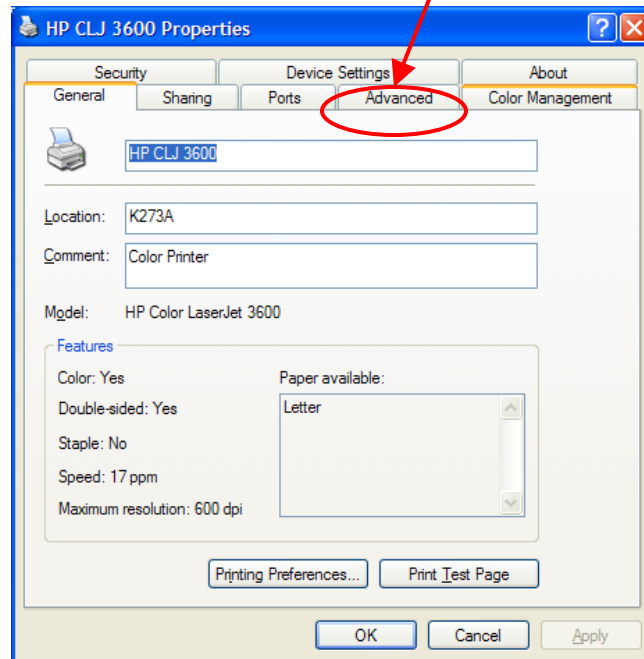
Go to Start -> Printer and Faxes:



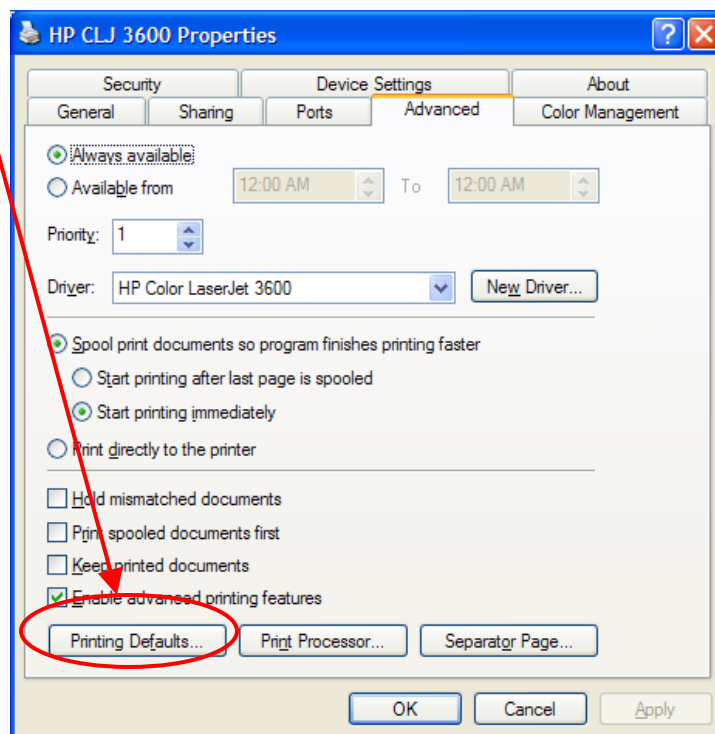
Select the desired printer, right click on it and select properties:



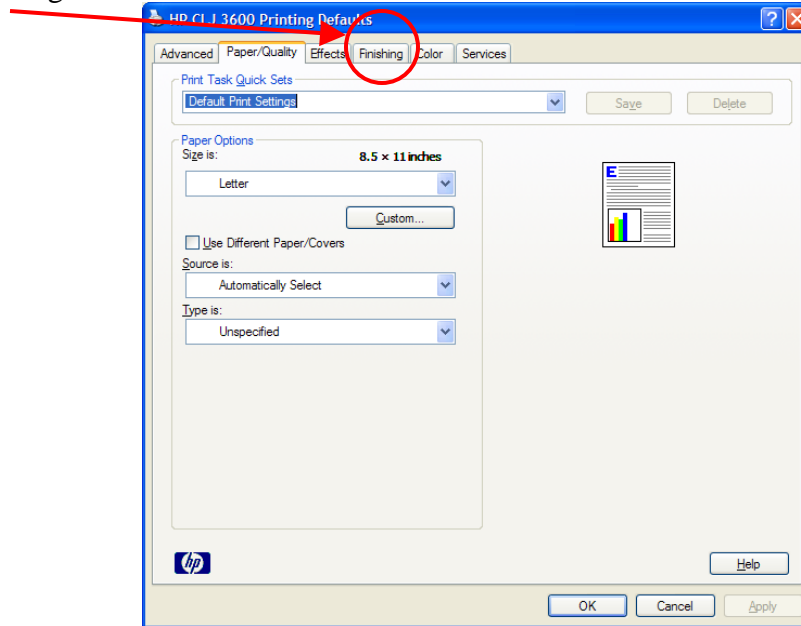
We use HP CLJ 3600 as an example. With different drivers come different options, so what you see might look slightly different. Once here, select the “Advanced” tab.



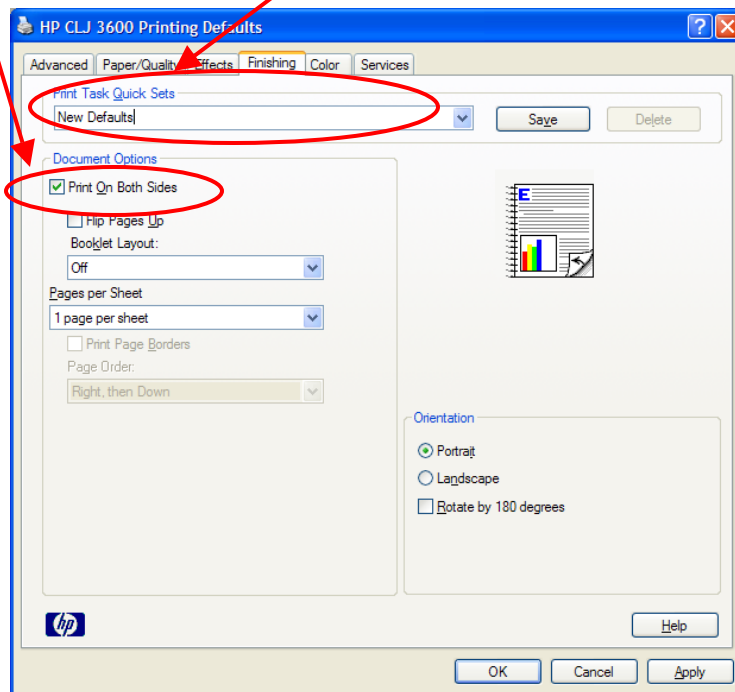
Click on “Printing Defaults...”.



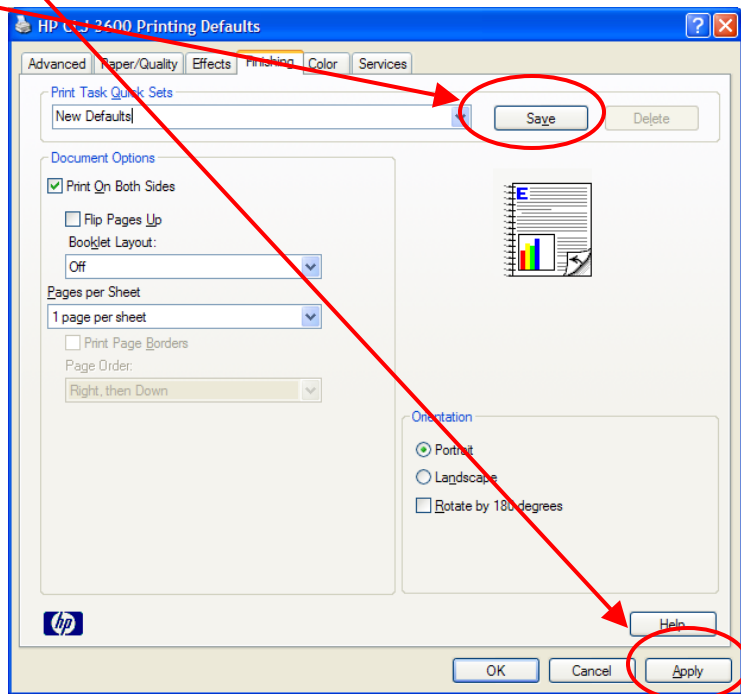
Now you see the Default settings for all users using this machine. You can change any setting that you would like. In our example we will make it so the printer prints on both sides by default. Click on the “Finishing” tab.



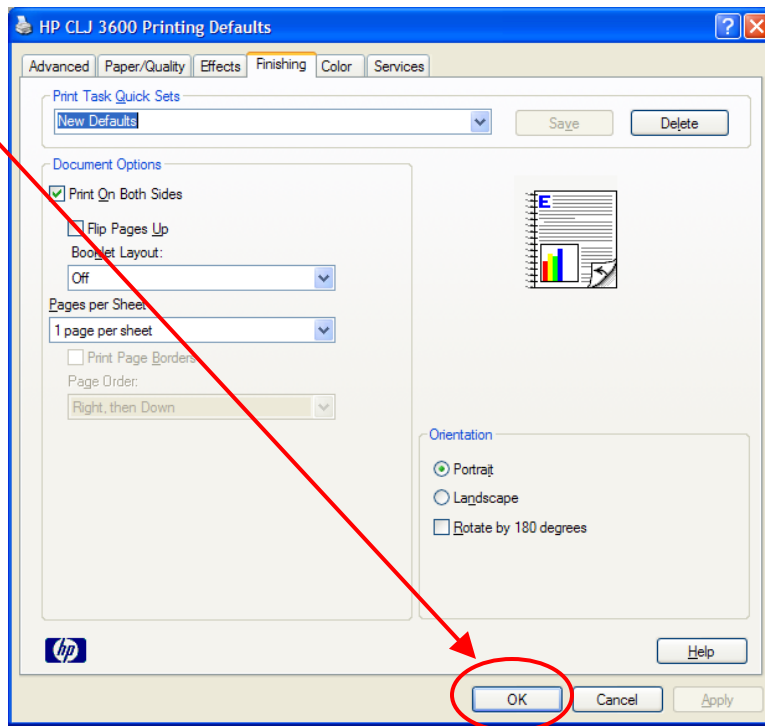
Check the “Print on Both Sides”. The Print Task Quick Sets will change to “Type new Quick Set name here”. Type the new name (“New Defaults” for example).



Click “Save” and “Apply” in that order.



Click “OK”.



The printer will now have the new default settings for all the users who login to the machine you performed this operation!