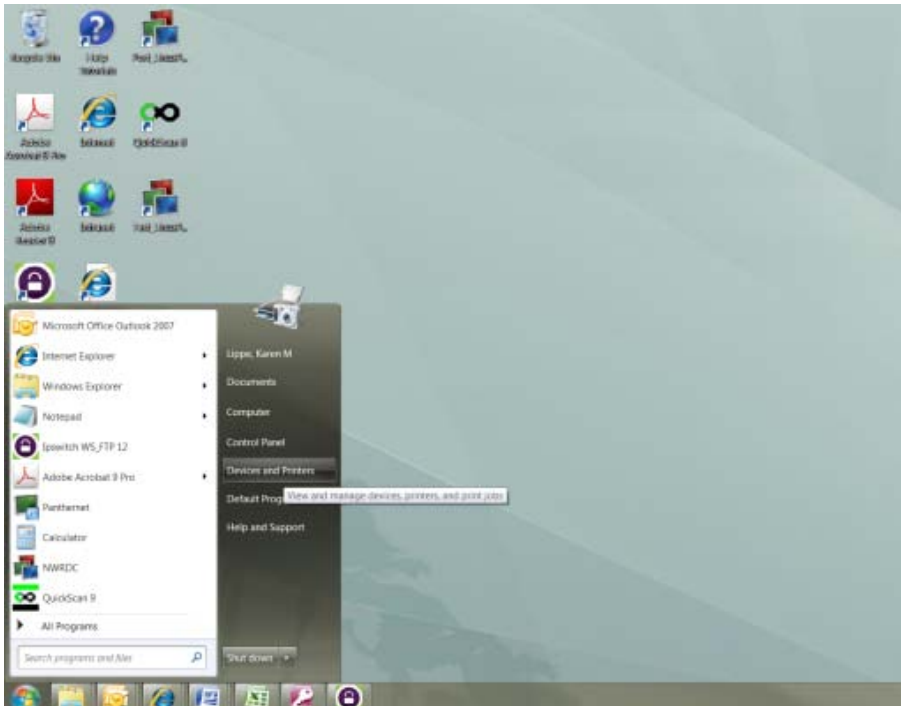


How to Set Your **D**efault Printer, and select **D**raft and **D**uplex Mode

1. Click on your Start Button in the bottom left corner.

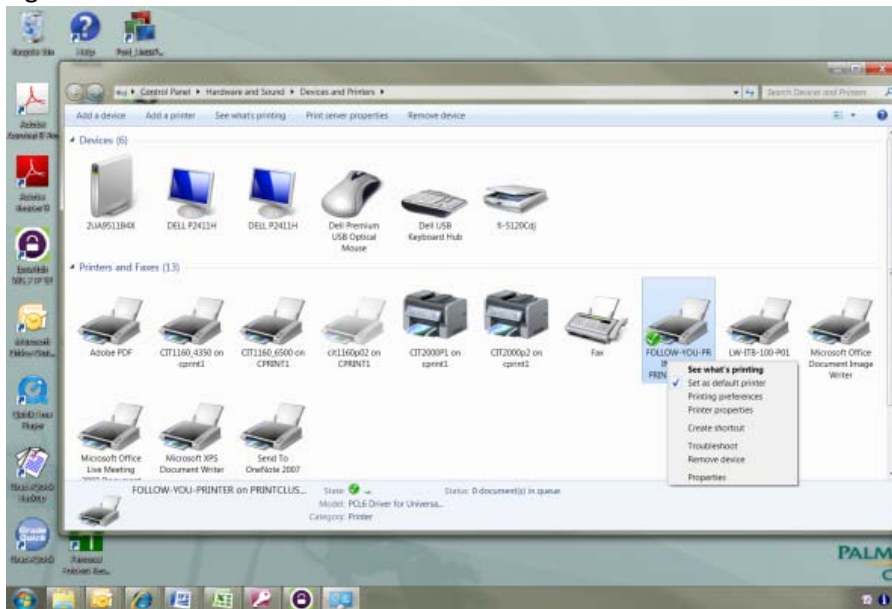


2. Click on Devices and Printers



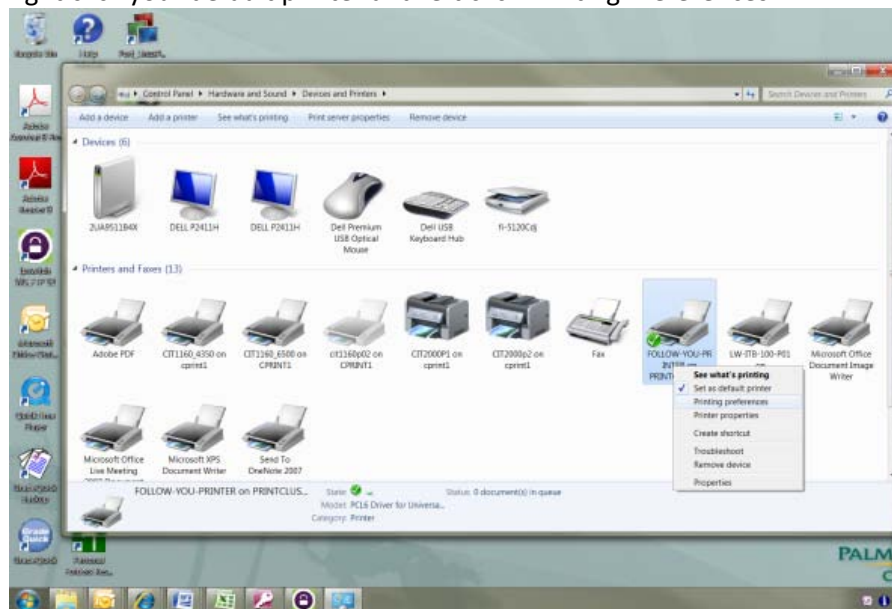
3. Identify the printer you want to set for your default printer.

Right click and left click: Set as **Default Printer**.

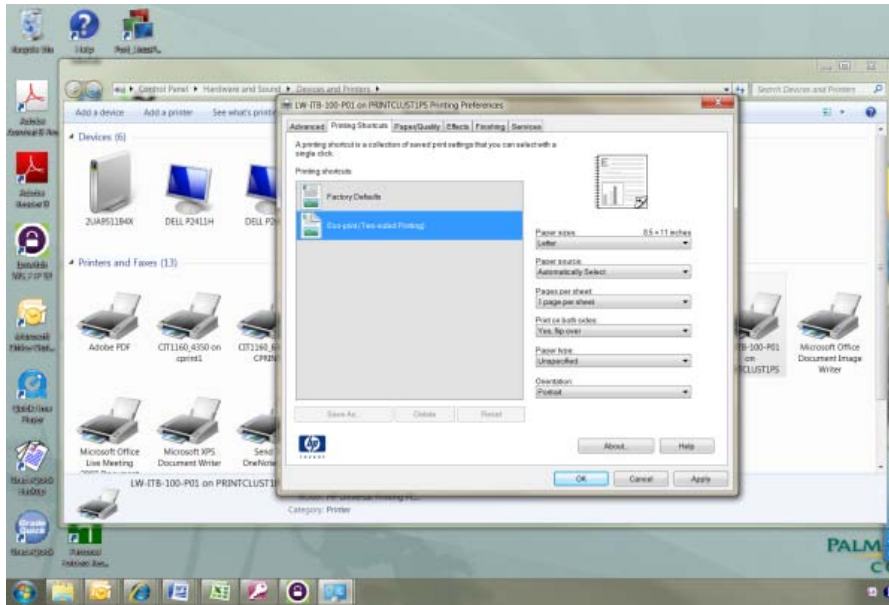


4. To set your **Duplex Mode**:

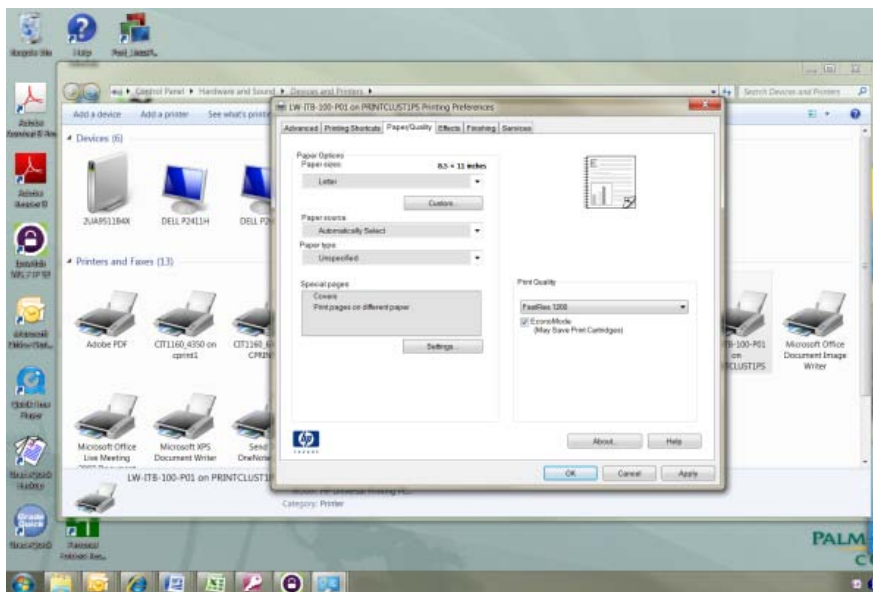
Right click your default printer and left click **Printing Preferences**



5. This window will open up. Select the second tab: **Printing Shortcuts**
Select **Eco-Print**



6. To set your **Draft Mode**:
Keep the window open and click on the **Paper/Quality** tab and verify that **EconoMode** is checked.



7. Click **Apply** and **OK**. And send a test print to your new **Default, Draft, Duplex** printer.
8. If you have any technical questions or concerns, please call the Help Desk at: 1.3100.

Thank you for helping Palm Beach State College achieve our Sustainability Initiative.



Consider the environment *before* you print