Insert Topic - Printer Setup

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- 1. In the Printer Setup screen, click the Name: drop-down menu to select a different printer.
- 2. By clicking the *Properties…* button, the printer's specific settings window will appear. This screen will differ between printers, depending on what features and capabilities it has.
- 3. Click the *Paper Source* drop-down menu to select a different tray or source. This list will differ between printers, depending on what features and capabilities it has.
- 4. Tick the *Save as Default* box to retain the above printer and paper source for all documents within the menu that *Printer Setup* was opened.
- 5. Choose the number of copies to be printed.
- 6. Once all options have been set as required, click *OK* to close the *Printer Setup* window.

Printer Se	etup -		×
Tools			
Printer 1			2
Name:	\\msintfs03\HP Laserjet M	506 B7A SM 🗸	Properties
Driver:	\\msintfs03\HP Laserjet M506 B7A SM Training		
		_	
Paper Source 3		Copies	5
Automatically Select \sim		Number of copies 1	
Save as Default		11 22 33	
		ОК	Cancel
	6		