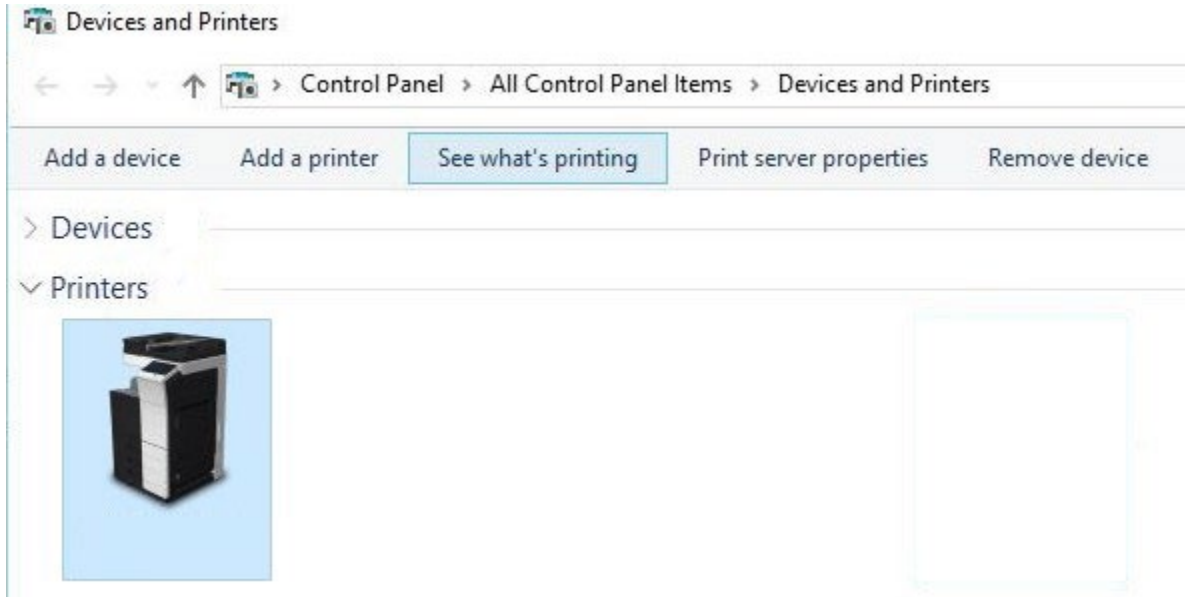
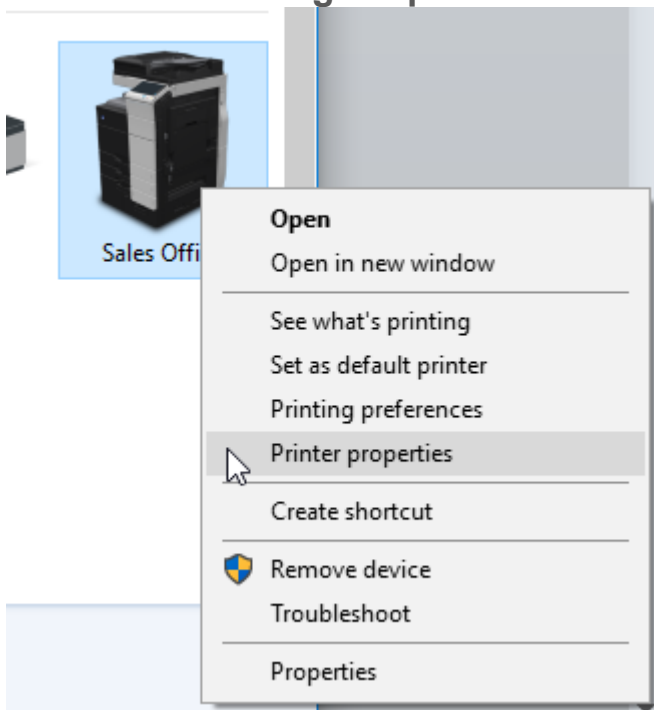


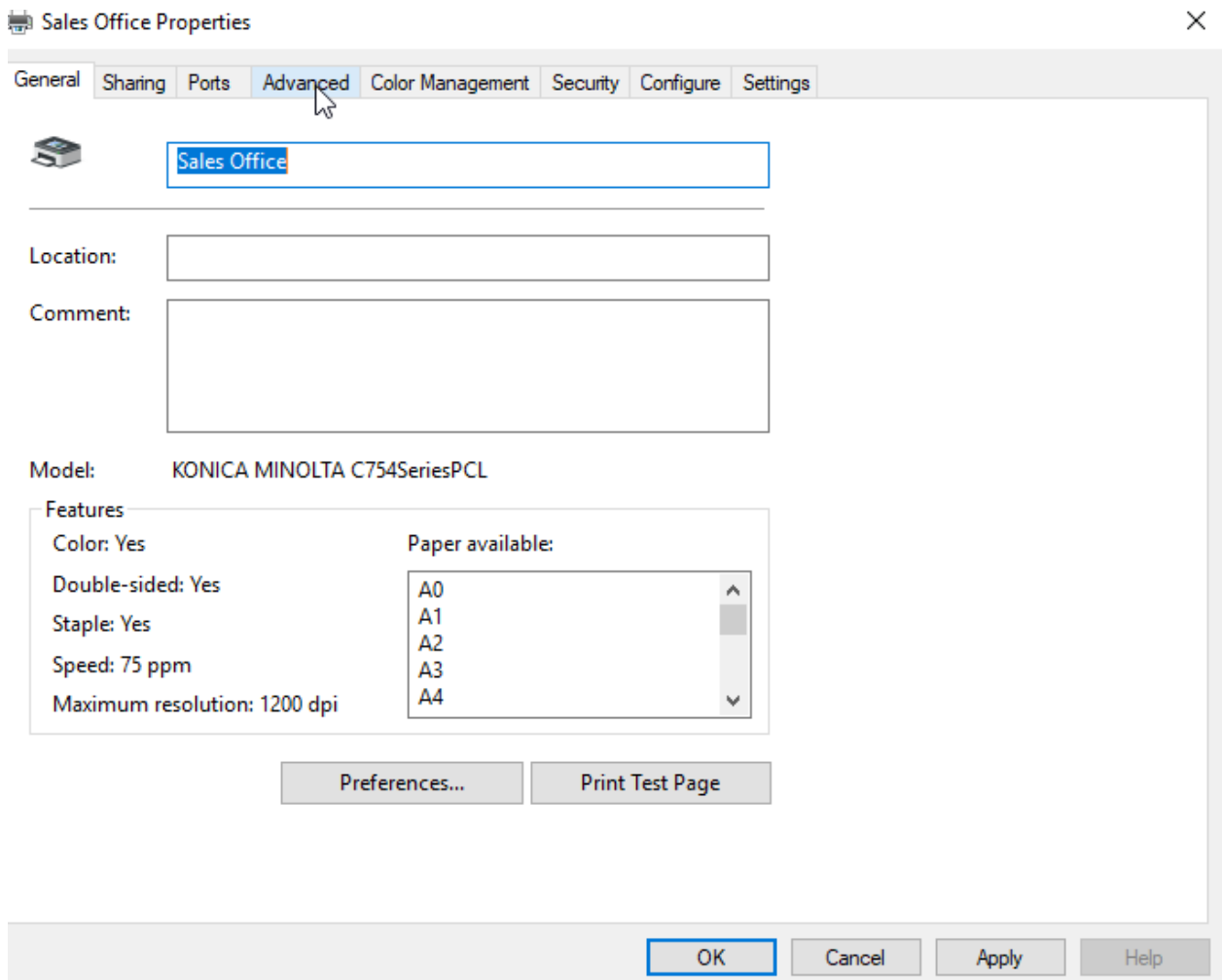
1. Open the **"Devices and Printers"** page by navigating through the control panel or use the search on the start menu by typing in **"Devices and Printers"** to open up the panel.

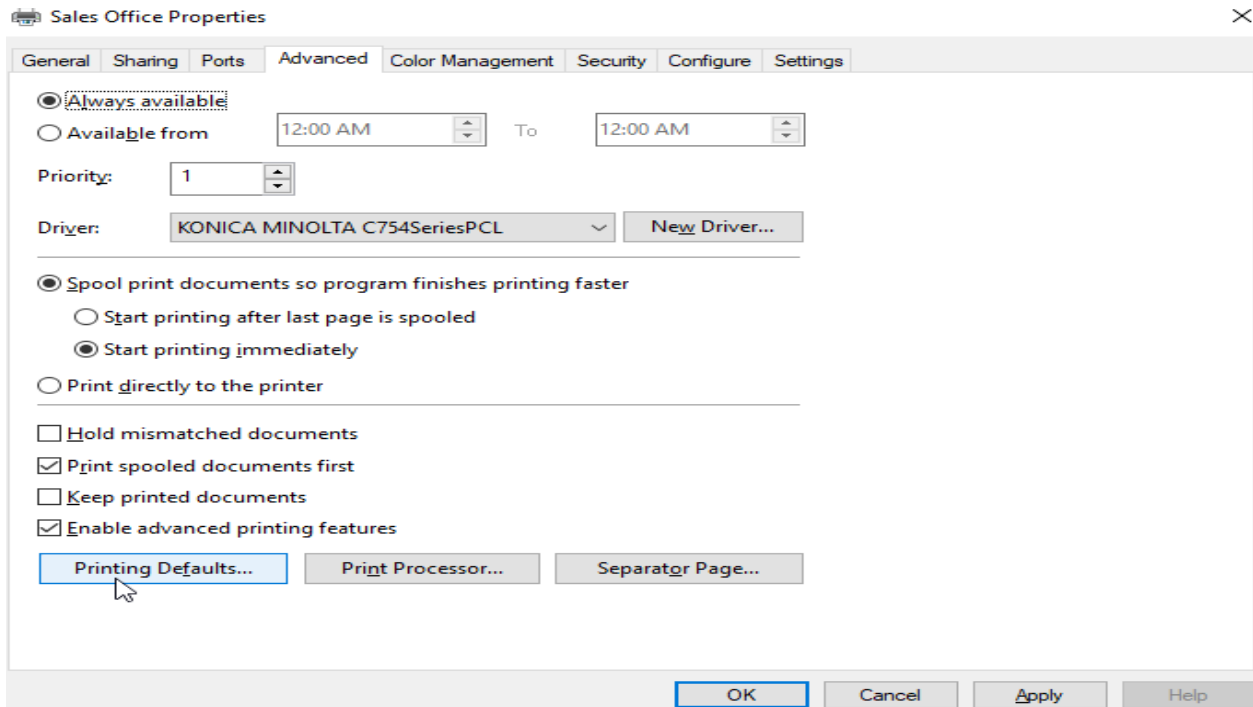


2. Find **your** Konica printer, right click on the picture of the device, and choose **"Printing Properties"**



- Under "**Advanced Tab**," scroll down until you see "**Printer Defaults**" in the left side column





4. From this screen you can change any of the “**Default**” settings and create a favorite list of multiple settings.

