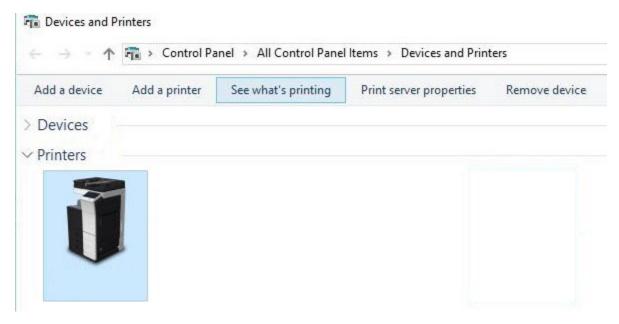
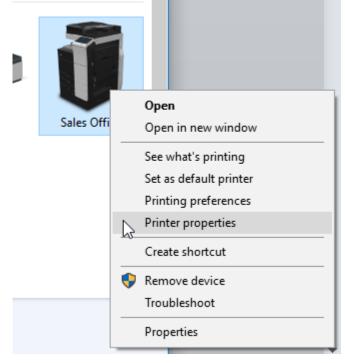
1. Open the "**Devices and Printers**" page by navigating through the control panel or use the search on the start menu by typing in "**Devices and Printers**" to open up the panel.



2.

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



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

| a Sales Office Properties | | | | | | | | | × |
|------------------------------|------------|-------------|------------------|----------|-----------|----------|--------|-------|------|
| General Shar | ring Ports | Advanced | Color Management | Security | Configure | Settings | | | |
| 8 | Sales (| Office | | | | | | | |
| Location: | | | | | | | | | |
| Comment: | | | | | | | | | |
| | | | | | | | | | |
| Model: | KONIC | A MINOLTA C | 754SeriesPCL | | | | | | |
| Features | | | | | | | | | |
| Color: Ye | s | | Paper availabl | e: | | | | | |
| Double-sided: Yes | | A0 | A0 ^ | | | | | | |
| Staple: Yes | | A1 | | | | | | | |
| Speed: 75 ppm | | | A2 A3 | | | | | | |
| Maximum resolution: 1200 dpi | | | A4 | A4 🗸 | | | | | |
| | | | | | | | | | |
| | | Pr | eferences | Print | Test Page | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | OK | | Cancel | Apply | Help |

| ales Office Properties | | | | | | | |
|--|---|--|--|--|--|--|--|
| General Sharing Ports Advanced Color Management Security Configure Settings | | | | | | | |
| Available Available To 12:00 AM | | | | | | | |
| Priority: 1 | | | | | | | |
| Dri <u>v</u> er: KONICA MINOLTA C754SeriesPCL ~ Ne <u>w</u> Driver | | | | | | | |
| Spool print documents so program finishes printing faster Start printing after last page is spooled Start printing immediately Print directly to the printer Hold mismatched documents Print spooled documents first Keep printed documents Enable advanced printing features Printing Defaults Print Processor | | | | | | | |
| Printing Deraults Print Processor Separator Page | | | | | | | |
| OK Cancel Apply He | p | | | | | | |

| 👷 My Tab Basic Layout Finish Cover Mode | e Stamp/Composition Quality Other |
|---|--|
| 8 1/2x11 (215.9x279.4 mm) | Favorite Setting Untitled ~ Add Edit |
| ♥ 8 1/2x11 (215.9x279.4 mm) | · · · · · · · · · · · · · · · · · · · |
| | Original Orientation Copies |
| | Portrait Landscape |
| | Original Size |
| | 8 1/2x11 V Print Type |
| 11 | ◆ Paper Size ↓ The state of th |
| x1 | Same as Original Size 🗸 |
| | Output Method |
| | Print ~ Left Comer ~ |
| | Center Staple and Fold |
| | User Settings Select Color |
| | Auto Color V |
| Printer View Printer Information | Default Default |
| | OK Cancel Apply Help |