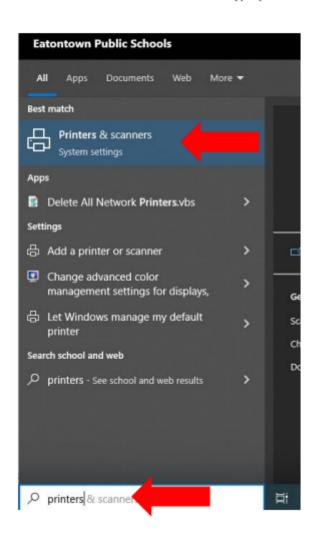
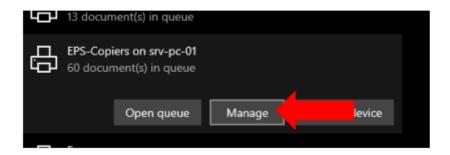
Windows 10 - How to change default print setting to single sided printing

1. In the Windows search bar type printers. and select "Printers & scanners".



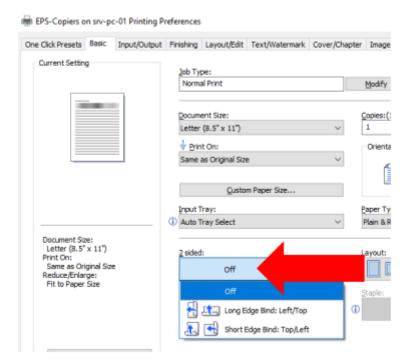
2. Click on EPS-Copiers and then click "Manage".



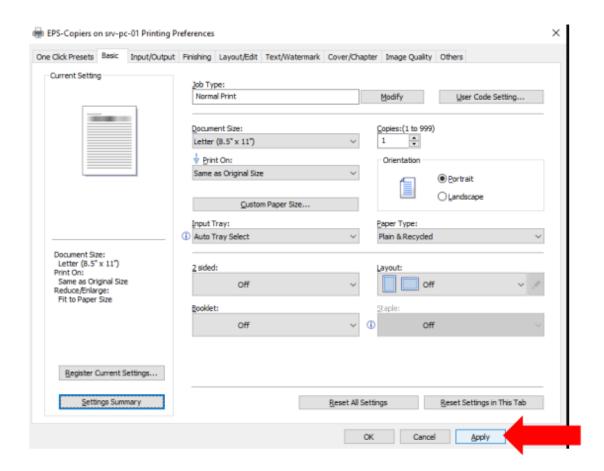
3. Click "Printing preferences".



4. On the "Basic" tab, drop "2 sided" to off.



5. Click "Apply".



Revision #2
Created Tue, Nov 8, 2022 7:03 PM by Megan Drury
Updated Thu, Jan 12, 2023 5:51 PM by Megan Drury