Printing - Creating Defaults - Ricoh Printers - Windows 7

What does it mean to default?
The default settings on a computer are the settings which will be applied automatically once a command has been issued. Your default settings are the ones that are applied unless explicitly altered by the user.

How do I set printer defaults in Windows?

1. Go to Control Panel
2. View devices and printers
   - Right click on your printer
   4. Select Printing Preferences
5. Select Black and White

6. Under duplex, select "Open to Left"

Why is my printing different when printing from a website or from within an Adobe product?
Many web browsers and some programs override the printing options that you have set for your computer. You will have to set your printing options within programs like Chrome or Adobe Acrobat in order to print on two sides and in black and white.

Help Desk

Help Desk Contact Info

Location: Boyer Building
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Email: help@millersville.edu

Classroom Hotline: 717-871-7820

Hours:
Call Center
- Fall/Spring Semesters:
  - M-Th 8:00am - 7:00pm EST
  - F 8:00am - 5:00pm EST
- Summer Sessions:
  - M-F 8:00am - 4:00pm EST

Walk-in TAC

Technical Assistance Center - access via W. Frederick Street side of building
- Fall/Spring Semesters:
  - M-Th 8:00 am - 7:00pm, F 8:00am - 5:00pm EST
- Winter/Summer Sessions:
  - M-F 8:00am - 4:00pm EST