

Default Copy Settings

To set 3-hole punch to be the default setting for all copy jobs we need to first enable permissions and then we can set the default.

Enable permissions to change default

1. Select **[Utility]**
2. Select **[Administrator Settings]**
3. Enter the password (default is: 12345678) and touch **[OK]**
4. Select **[System Settings]**
5. Select **[Change Permissions for Default Value Setting]**
6. Set *[Change Permissions for Default Value]* to **ON**
7. Touch **[OK]**

Set default copy settings

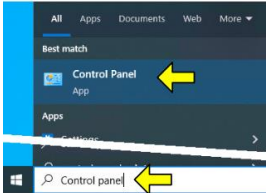
1. Tap **[Copy]** on the home screen
2. Change the target option settings to the values you want registered as default (ie: 3-hole punch)
3. Tap the **[Menu]** icon in the upper left of the screen to display the menu



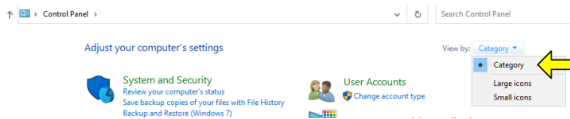
4. Select **[Set the current setting value to Default value]**
5. The settings specified in step 2 are now set as the default

Setting default for printing (Windows 10)

1. Click **Start**
2. In the search box, type **control panel** and click **Control Panel**



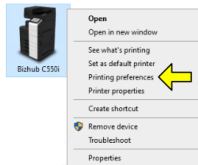
3. Click the **View By** dropdown and select **Category**



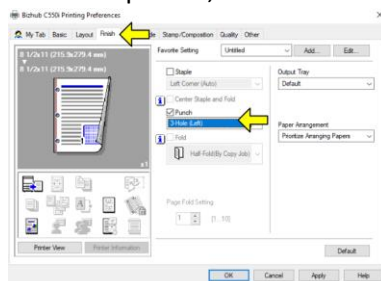
4. Under **Hardware and Sound** click **View devices and printers**



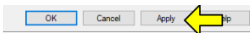
5. **Right Click** the desired printer and select **Printing Preferences**



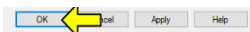
6. Any changes made to the preferences via the control panel will become default for that user
 - a. Click the **Finish** tab
 - b. Check the **Punch** checkbox
 - c. In the dropdown, select **3-Hole (Left)**



7. Click **Apply**



8. Click **OK**



9. The settings that have been configured are now default for this user