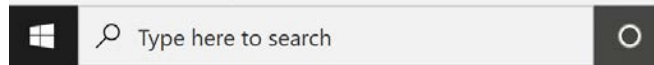


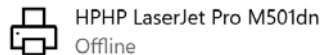
Correcting Printer Settings Default

The Main Printer has a default setting to print everything 2-sided. This is not good for printing tax returns. Parts of the State return are being printed on the back of the Federal return. To correct this, follow the below steps.

1. In the search bar, lower left by Windows Logo, type Printer, Then select Printers & Scanners



2. Select HP LaserJet Pro M501dn, should be marked as default.



3. Click Manage, then Click Printing Preferences.

Manage your device

Printer status: Offline

Open print queue

[Print a test page](#)

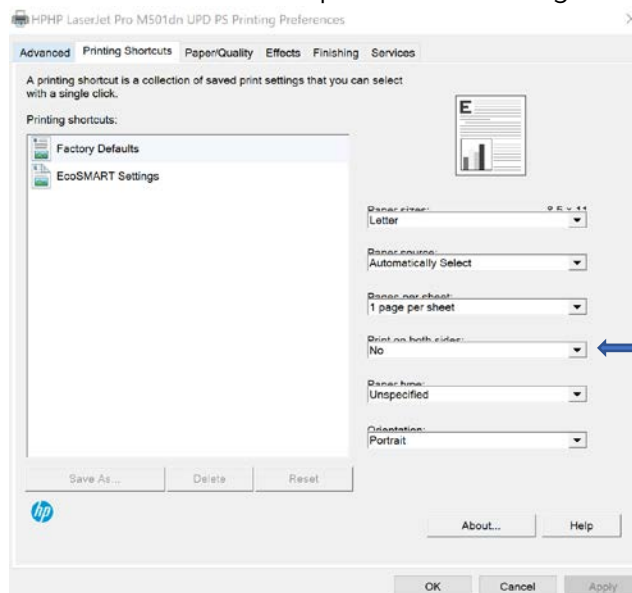
[Run the troubleshooter](#)

[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)

4. Under Print on Both Sides, click the drop down and change to No.



5. Once changed to No, Click Apply, then Click OK. Close all windows and laptop will now print single sided.