



HP Color LaserJet Enterprise CP4020-CP4520 Series Printer



Change the default settings for all print jobs

- 1. Windows XP, Windows Server 2003, and Windows Server 2008 (using the default Start menu view):**
Click **Start**, and then click **Printers and Faxes**.

Windows XP, Windows Server 2003, and Windows Server 2008 (using the Classic Start menu view):
Click **Start**, click **Settings**, and then click **Printers**.

Windows Vista: Click **Start**, click **Control Panel**, and then in the category for **Hardware and Sound** click **Printer**.

Windows 7: Click **Start**, and then click **Devices and Printers**.
- 2. Right-click the driver icon, and then select **Printing Preferences**.**