Kyocera MFPs: Change Default Media Source for Printing

1. Open Devices and Printers from Control Panel
   a. Windows 10
      i. Click on the Start Menu
      ii. Type Control Panel
      iii. Select Control Panel from the search results
      iv. Select View Devices and Printers
v. Right-click on the printer you would like to adjust settings for (Kyocera TASKalfa 5052ci)

vi. Click Printer Properties
vii. Click the Advanced tab

![Advanced tab in Kyocera Print Driver window]

viii. Click Printing Defaults...

![Printing Defaults button highlighted in Kyocera Print Driver window]

ix. The Kyocera Print Driver window will open. You will see Printing Defaults in the title bar.
x. Click the Basic tab on the left side of the print driver window

xi. From the Source dropdown menu, select Side Feeder
xii. Click OK to close the Kyocera Print Driver window

xiii. Click OK to close the Printer Properties window

xiv. Right-click on the printer you would like to adjust settings for (Kyocera TASKalfa 5052ci) a second time

xv. Click Printing Preferences

xvi. Verify the Source is set to Side Feeder. If it is not, change it to Side Feeder

xvii. Click OK to close the Printing Preferences window