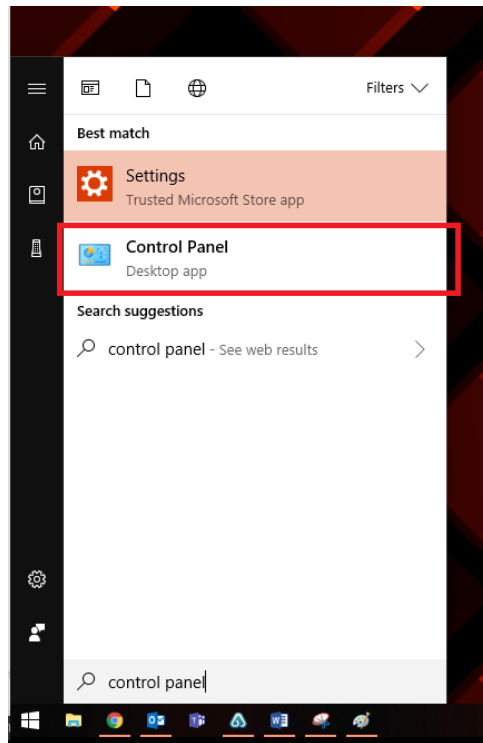
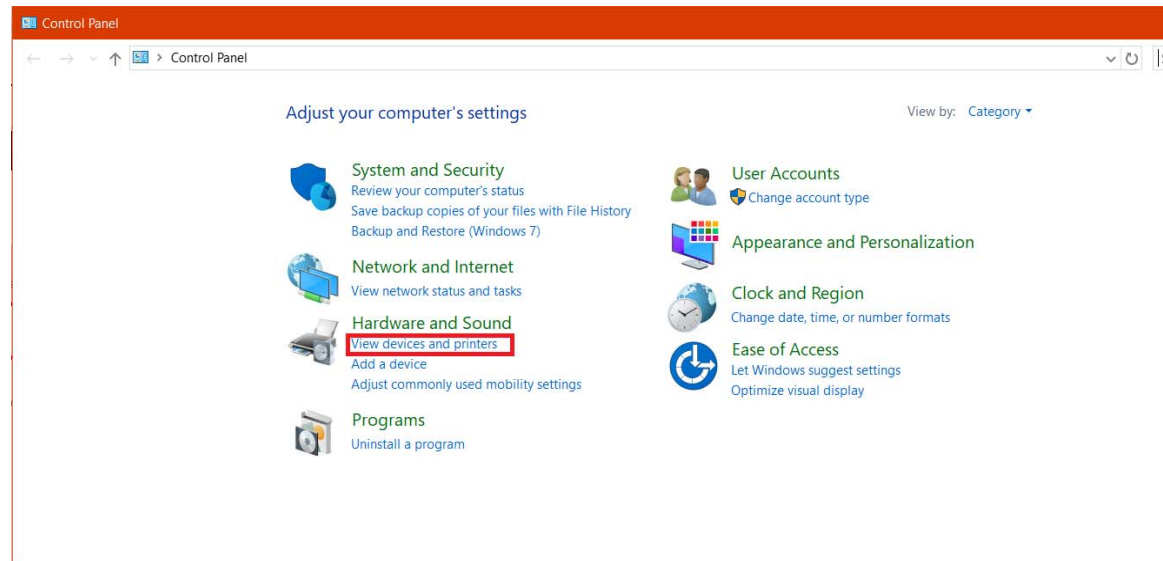


## Kyocera MFPs: Change Default Media Source for Printing

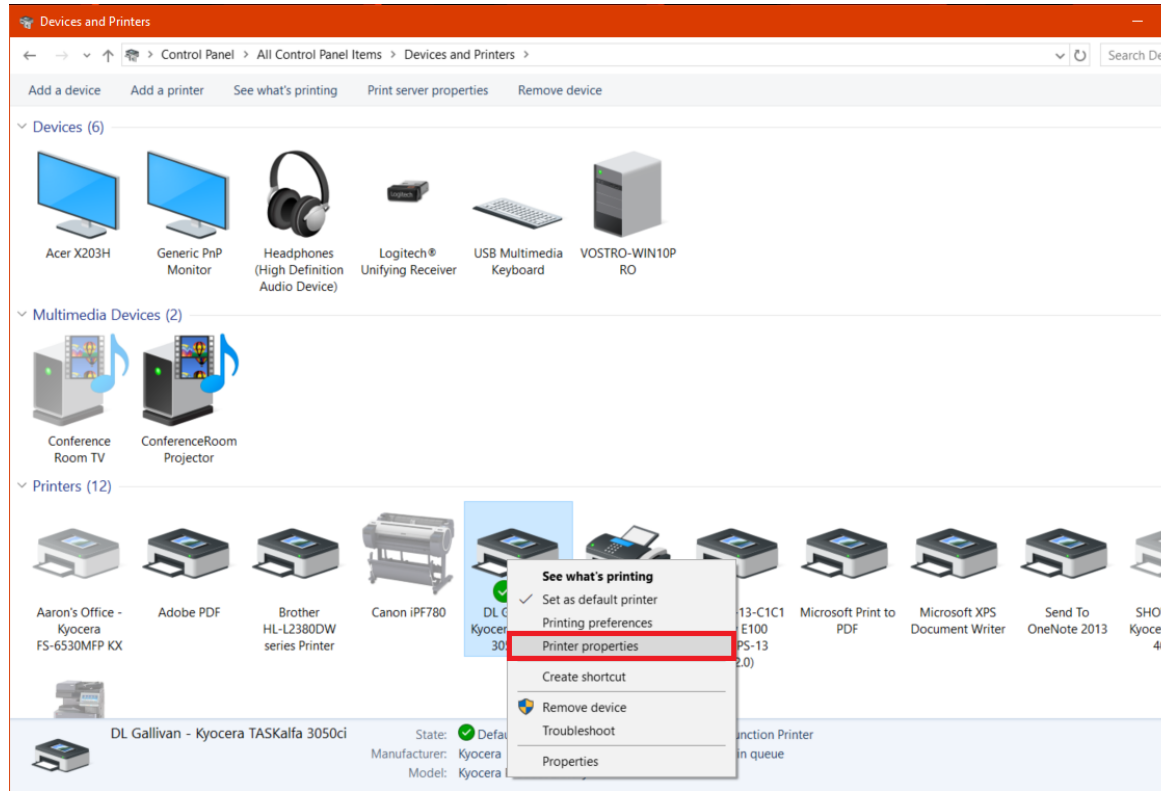
1. Open Devices and Printers from Control Panel
  - a. Windows 10
    - i. Click on the Start Menu
    - ii. Type Control Panel
    - iii. Select Control Panel from the search results



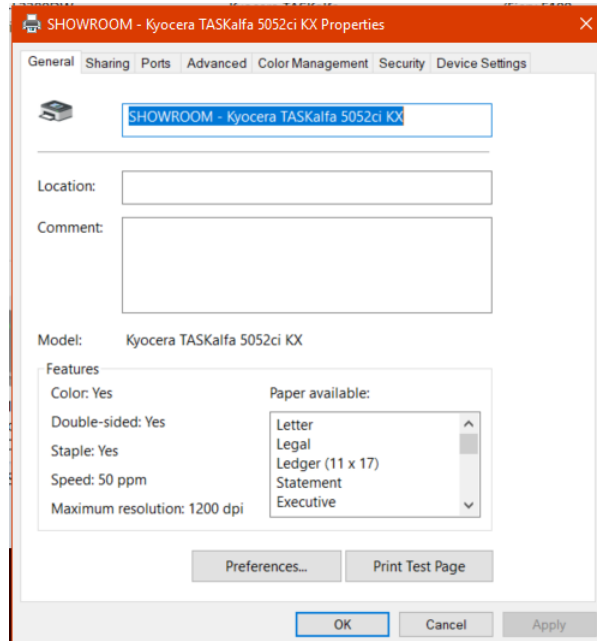
- iv. Select View Devices and Printers



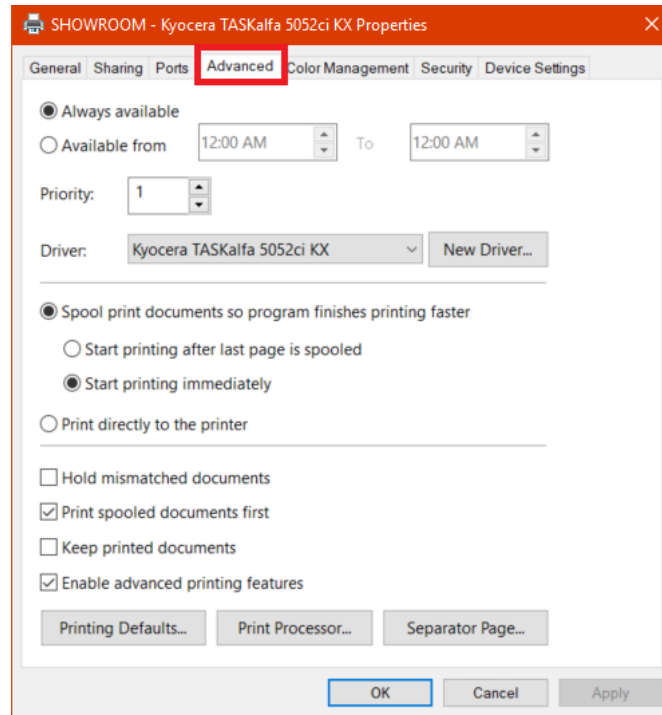
- v. Right-click on the printer you would like to adjust settings for (Kyocera TASKalfa 5052ci)



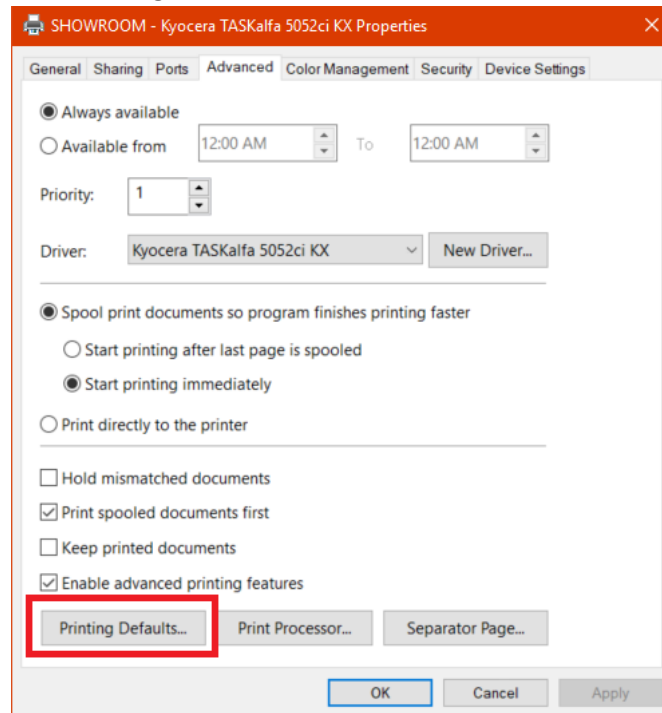
- vi. Click Printer Properties



vii. Click the Advanced tab

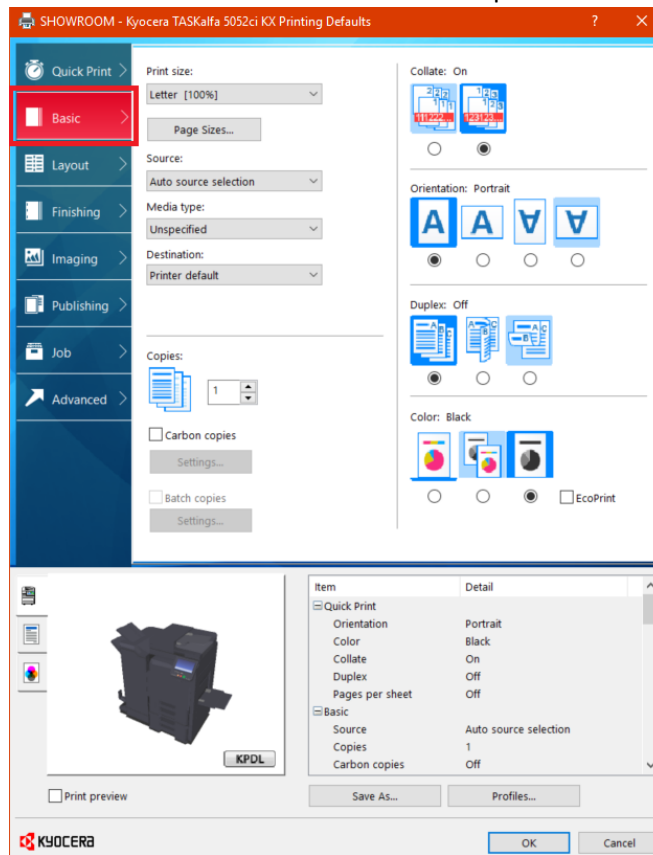


viii. Click Printing Defaults...

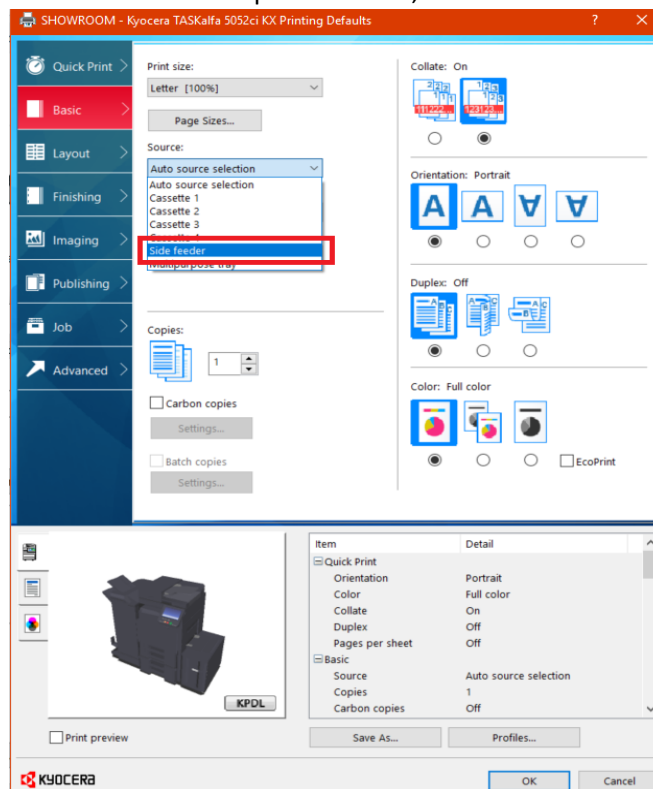


ix. The Kyocera Print Driver window will open. You will see Printing Defaults in the title bar.

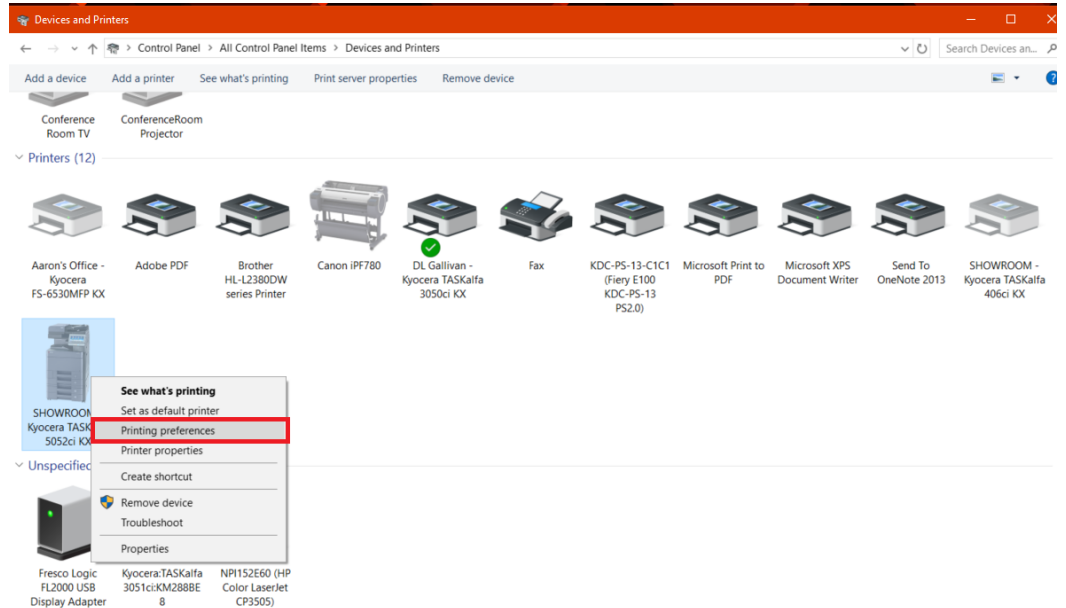
- x. Click the Basic tab on the left side of the print driver window



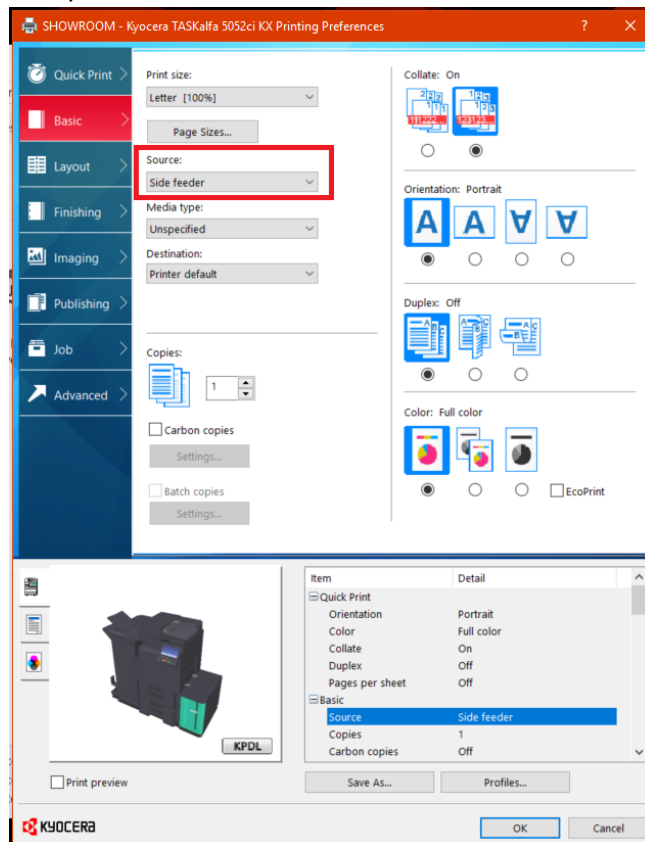
- xi. From the Source dropdown menu, select Side Feeder



- 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