

"CHANGE PROPERTIES" BUTTON FOR PRINTERS IN WINDOWS 7, 8.1, or 10

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SUMMARY

If you are unable to make changes to a printer in "Devices and Printers" in Windows 7, 8.1, or 10, locate and click on the "Change Properties" button for the printer to give yourself permission to make changes to the printer.

"CHANGE PROPERTIES" BUTTON IN "WINDOWS.."

Here is how you give yourself permission to make changes to an existing printer in Windows 7, 8.1, or 10:

"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 1:

Start up the "Control Panel" in
"Windows.."

Step 2:

Double-click on "Devices and Printers"

"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 3:

Locate the desired printer and use the
RIGHT mouse button to click on it:

Control Panel\Hardware and Sound\Devices and Printers

Control Panel Hardware and Sound Devices and Printers

Add a device Add a printer

Dell USB Optical Mouse S60 Handset USB Composite Device VGN-NS230E

Printers and Faxes (5)

Bullzip PDF Printer Fax HP Color LaserJet 2600n HP LaserJet 2100 PCL6 Microsoft XPS Document Writer

9 items

"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 4:

A pop-up context menu will be
displayed:



Open

Open in new window

See what's printing

Set as default printer

Printing preferences

Printer properties

Create shortcut

Troubleshoot

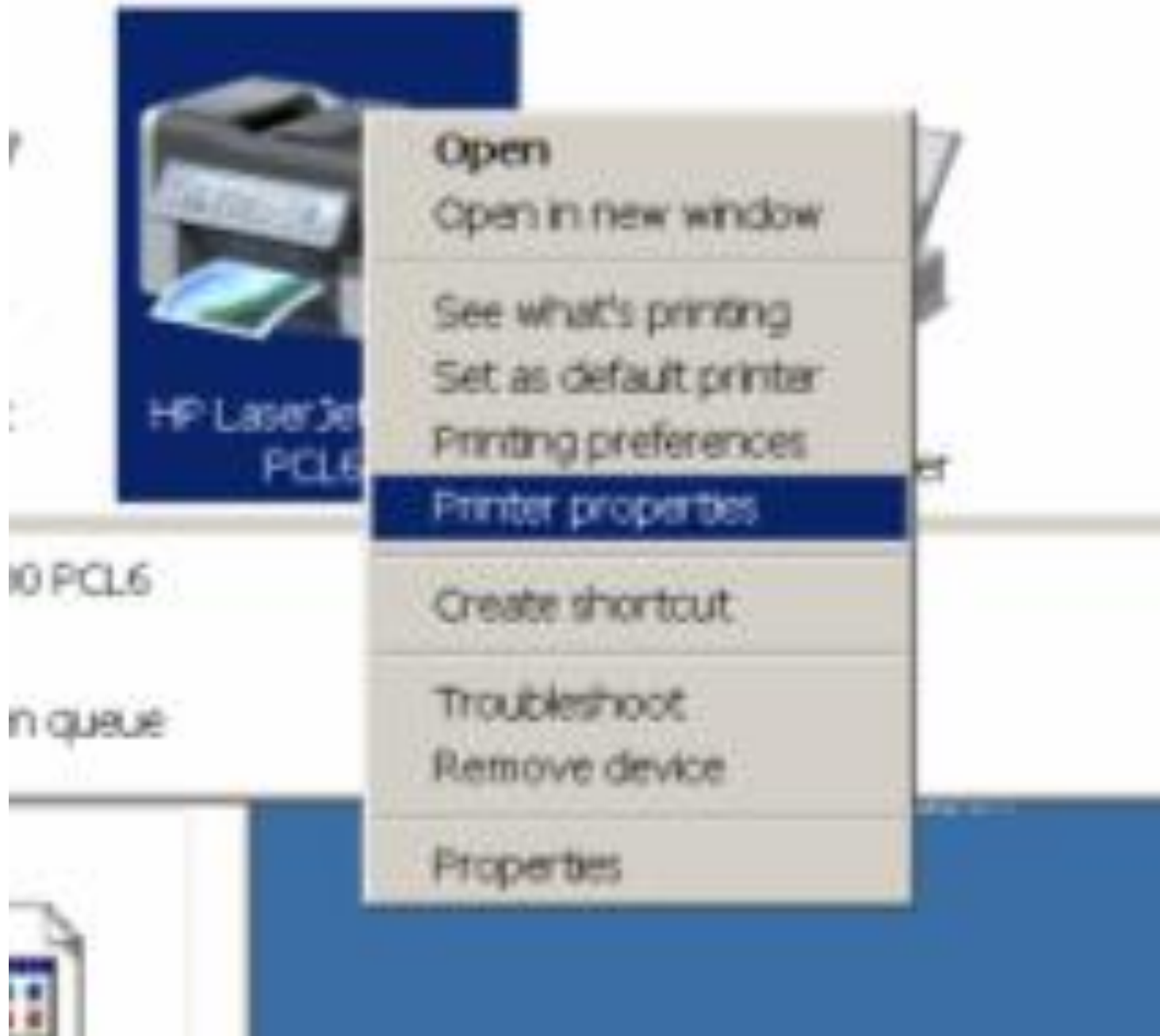
Remove device

Properties

"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 5:

Use the left mouse button to click on
"Printer properties":



Open

Open in new window

See what's printing

Set as default printer

Printing preferences

Printer properties

Create shortcut

Troubleshoot

Remove device

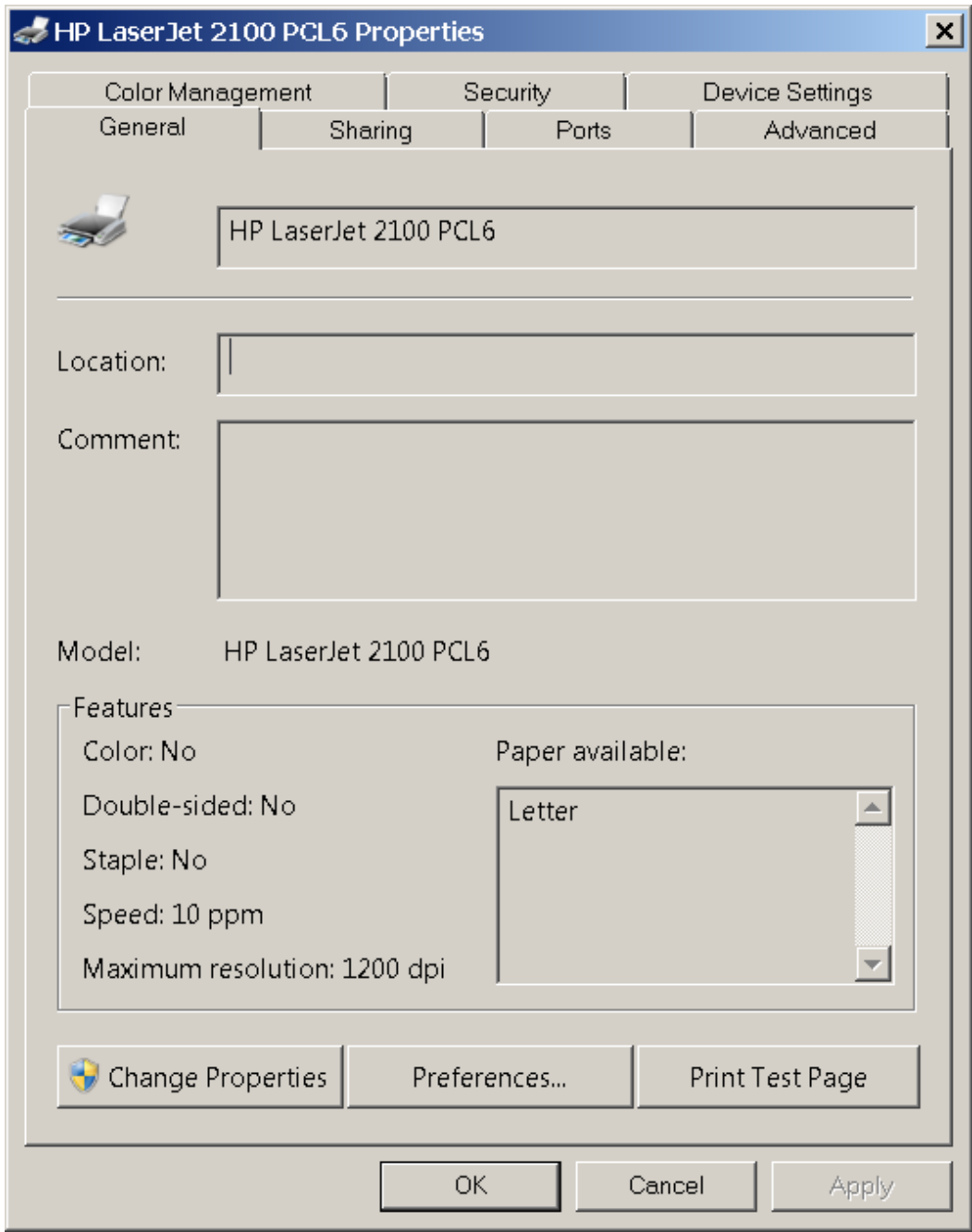
Properties



"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 6:

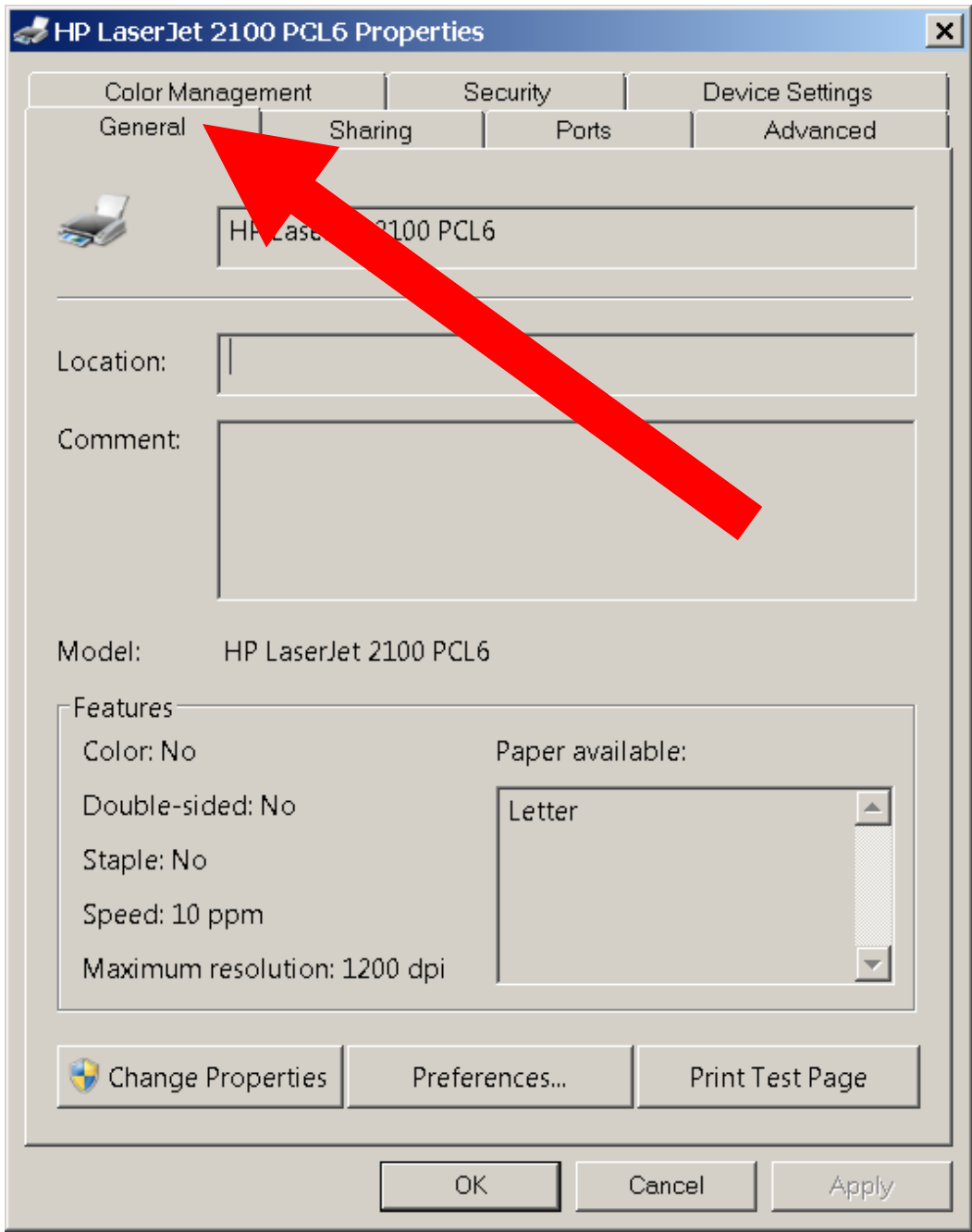
A "...properties" box will be displayed:



"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 7:

Make sure that you are in the "General"
tab by clicking on it:




"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 8:

Use the left mouse button to click on the "Change properties" button to give yourself permission to make changes to the printer:

HP LaserJet 2100 PCL6 Properties [X]

Color Management | Security | Device Settings
General | Sharing | Ports | Advanced

 HP LaserJet 2100 PCL6

Location:

Comment:

Model: HP LaserJet 2100 PCL6

Features

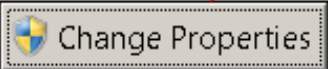
Color: No Paper available: Letter

Double-sided: No

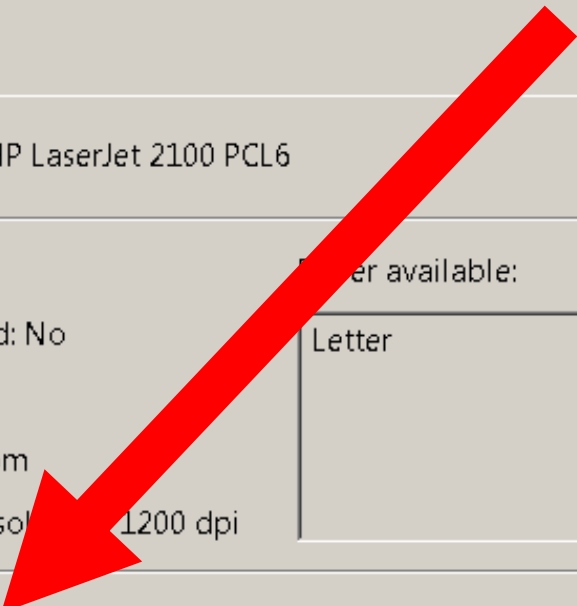
Staple: No

Speed: 10 ppm

Maximum resolution: 1200 dpi

 Preferences... Print Test Page

OK Cancel Apply



"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

Step 9:

The "Change Properties" button will disappear.

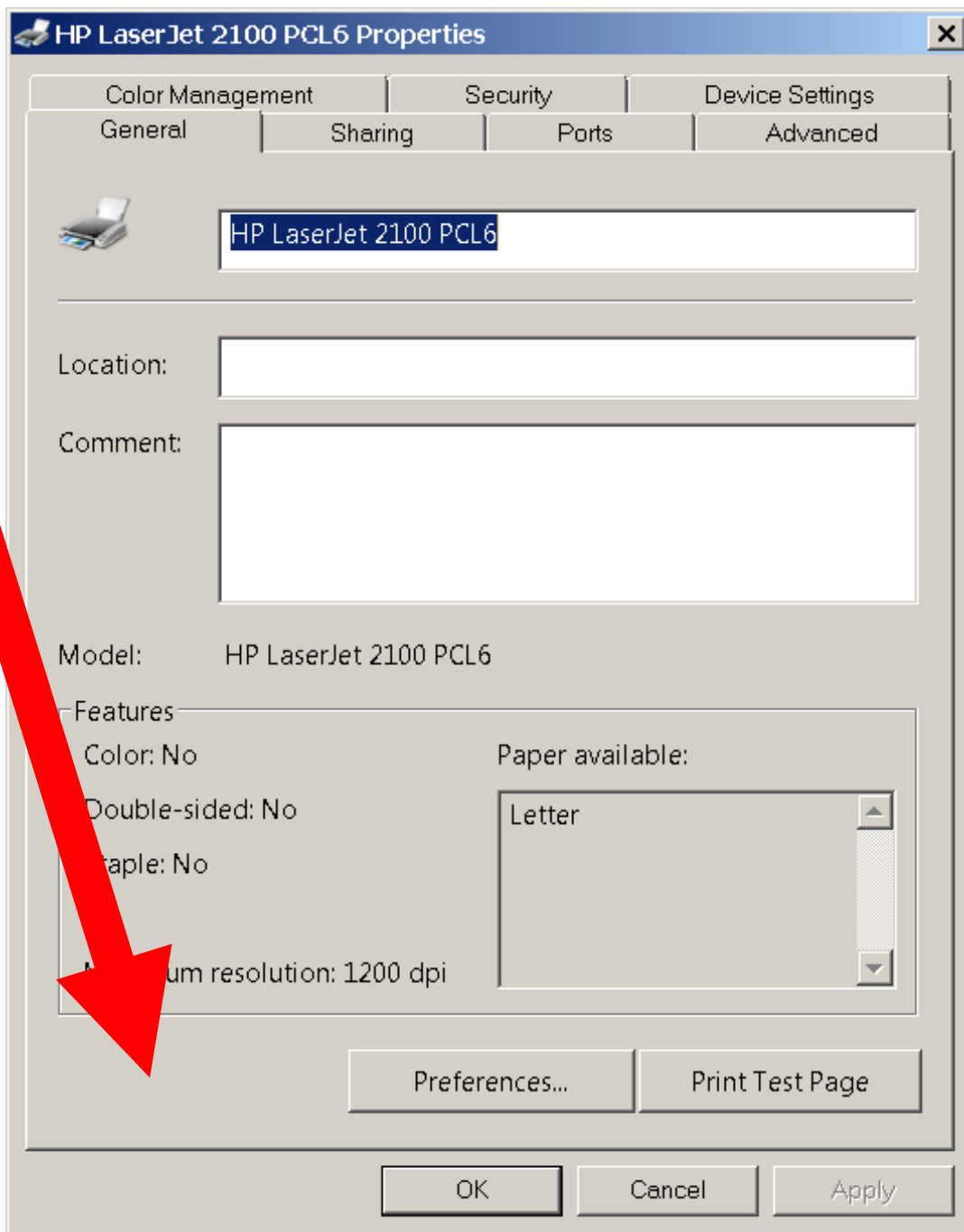
No news is good news.

You now have permission to make changes to the printer!

"CHANGE PROPERTIES" BUTTON IN "WINDOWS.." (continued)

The "Change Properties" button will not be displayed as long as you have permission to make changes to the printer as determined by the "Windows.." operating system.

If the "Windows.." operating system displays the "Change Properties" button again, you will have to locate it and click on it again.



REFERENCE

<http://techspeeder.com/2014/03/06/how-to-fix-printer-properties-that-are-grayed-out/>