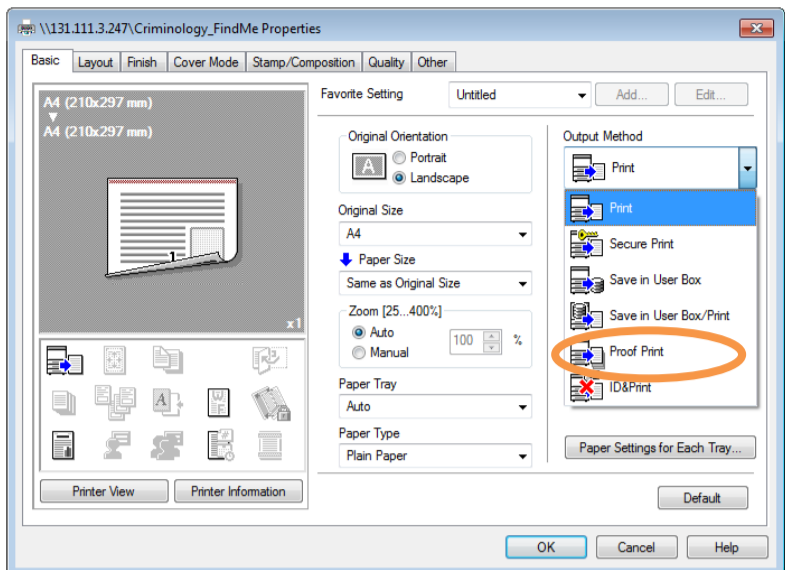
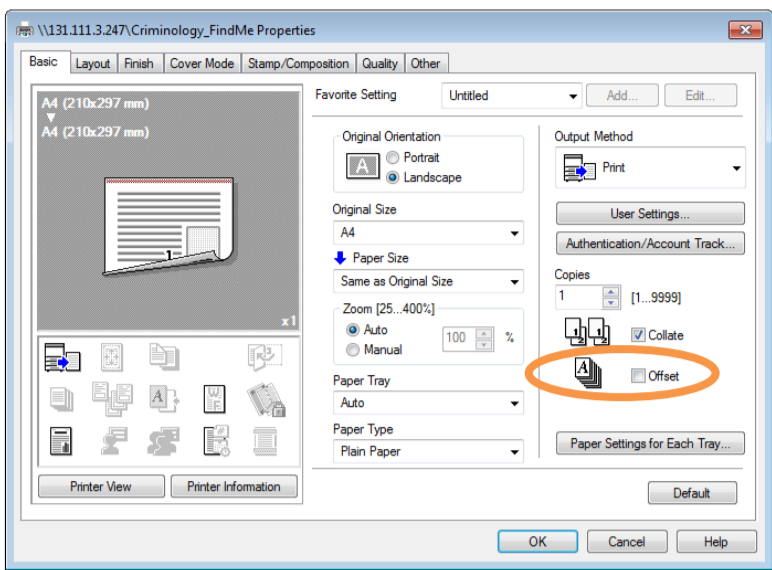
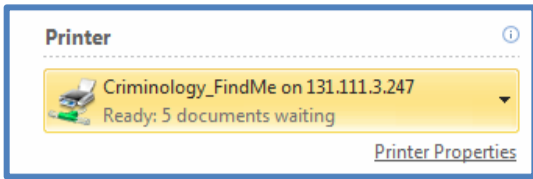


PRINTING OPTIONS FROM THE PC – Hold Control and use the wheel on the mouse to enlarge text

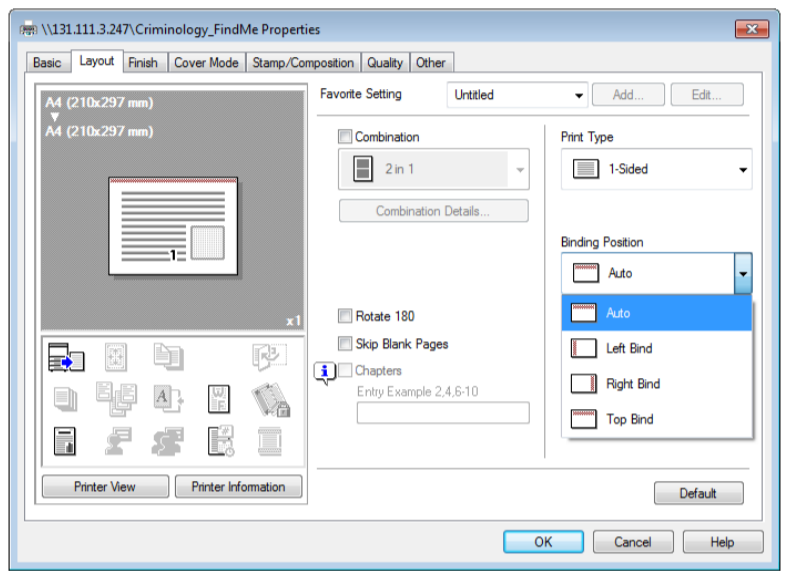
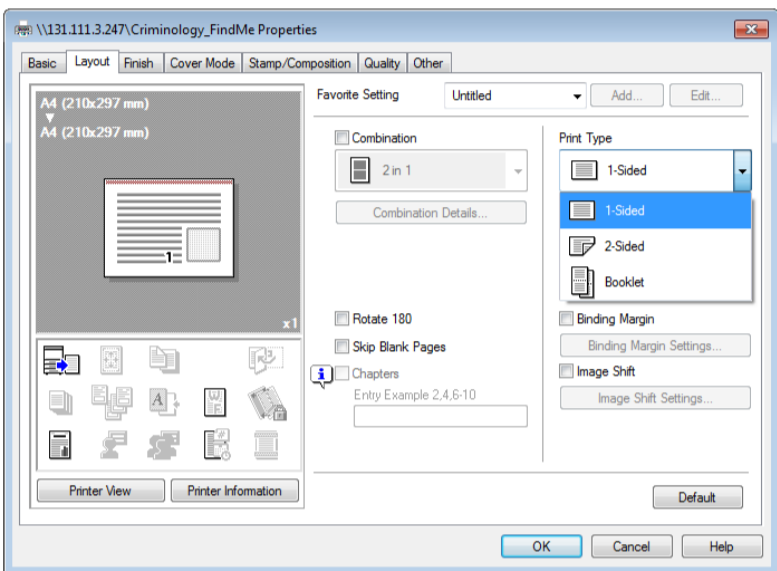
To begin changing these settings, click on **'Printer Properties'** from the print menu.

PLEASE NOTE THAT PAPER CUTTING IS ONLY AVAILABLE IN RECEPTION



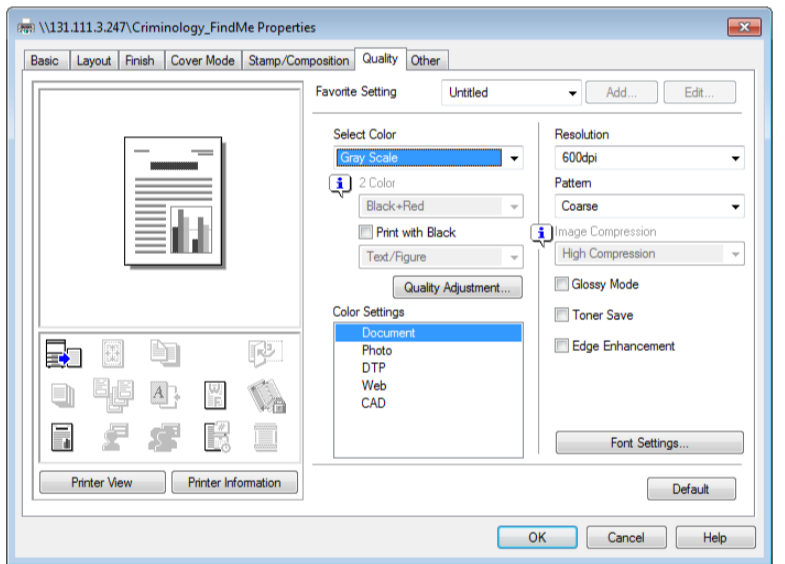
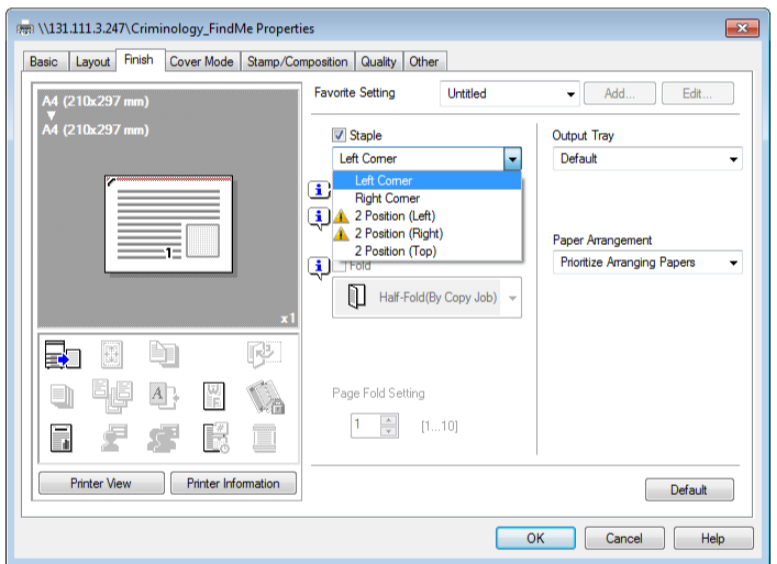
Basic functions such as page orientation and paper size is available from the first tab on this menu. **Offset** is also available if you are printing multiple copies, this helps separating the copies after print.

Output Methods include basic **'Print'** and also **'Proof Print'** which prints the first copy of a batch operation, the printer will pause until you confirm you are happy with the output.



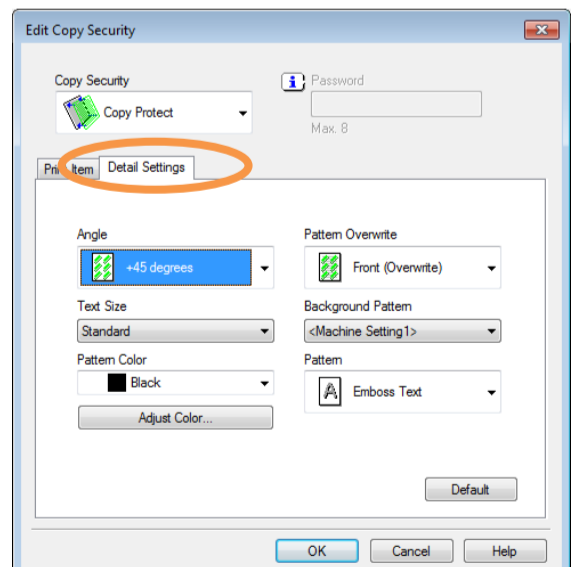
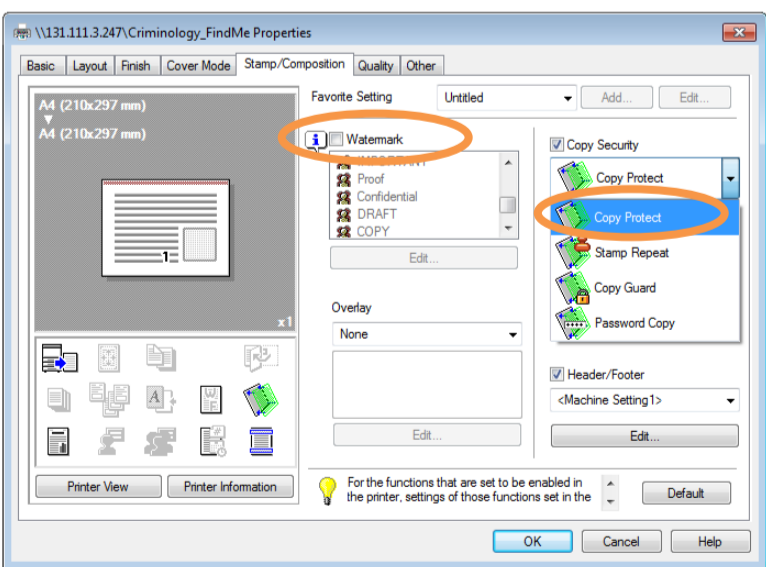
Duplex options are found under the second tab along the top [**Layout**]. **Print Type** allows for single and double sided printing. **Combination** options allow for the printing of multiple pages on one (presentation slides etc).

From the **Layout** tab, there are also **Binding Position** options from the drop down list.



Under the **Finish** tab, you can select for pages to be stapled upon printing, some will appear with a caution mark depending on the binding options selected under **Layout**.

Under **Quality**, colour and resolution options can be selected. Please note that the printers will only charge you 'colour' prices for pages that have colour on them, and each other page (even within the same job) will only be charged as black and white sheets.



Under **Stamp/Composition** you can select if you want to add protection watermarks and security measures.

This will open a settings panel, where you can select date and time stamps.

Under **Detail Settings** you can change the frequency of watermarks and colour of the mark.

To add a watermark (proof/draft etc) simply select the Watermark check box and select the mark you want to add.

To add **Copy Protect** options, select from the drop down list.