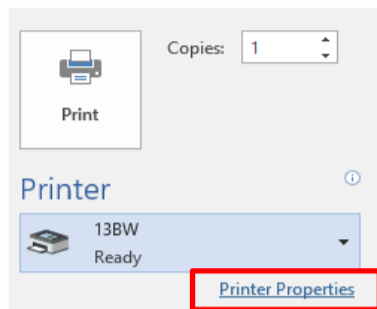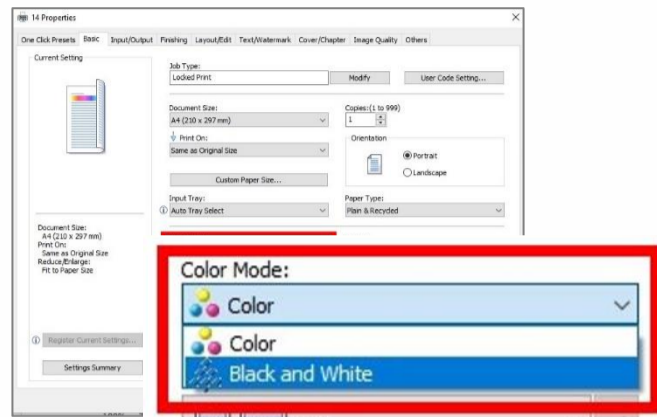# Print
Operation Guide on PC

STEP 1

- Select the printer for printing
- Click the **"Printer Properties"**/ **"Preferences"** from the print dialogue
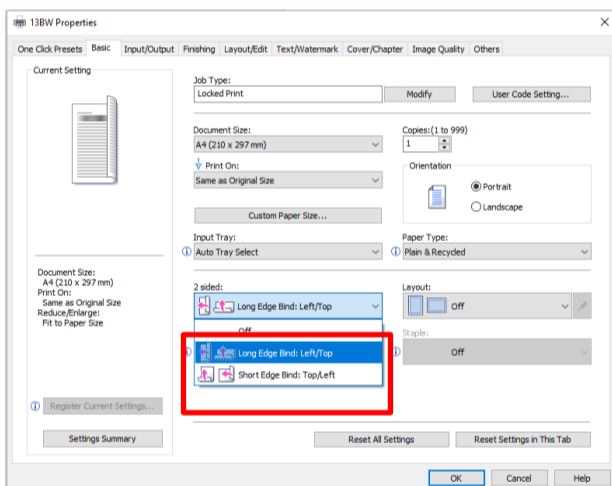

STEP 2

- Under **"Color Mode"**, Choose **"Black and White"** or **"Color"** as you prefer.

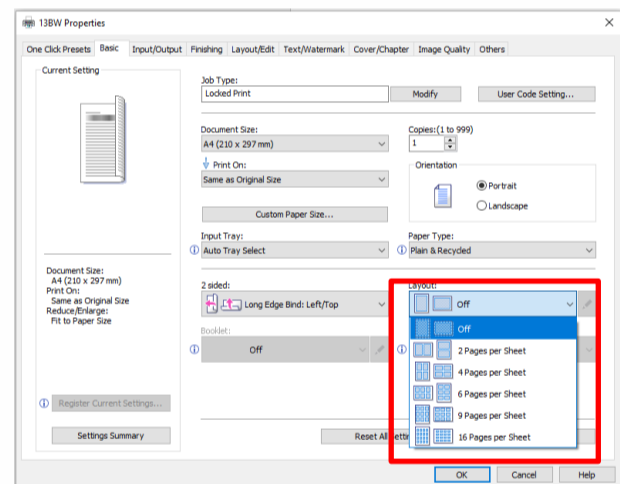
STEP 3 (Optional)

Single/Double-Sided

From the **"2 sided"** menu:

- Portrait-oriented document, select **"Long Edge Bind"**

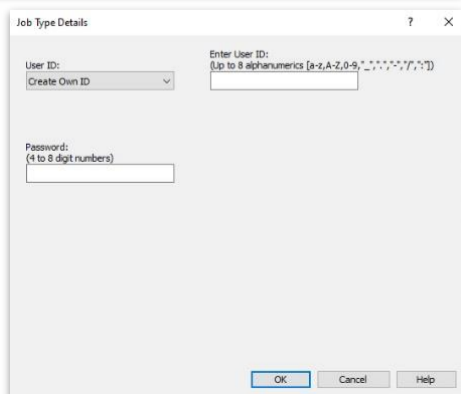- Landscape-oriented document, select **"Short Edge Bind"**

- Switch to single-sided, select **"Off"**

Multiple Pages on One Sheet

- Select the number of pages per sheet from the "**Layout**" menu

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STEP 4

- Input 4-8 alphanumeric characters in the self-assigned **User ID** and 4-8 digit numbers in the **Password (PIN)** fields