



鄺森活圖書館

Fong Sum Wood Library



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



Single/Double-Sided

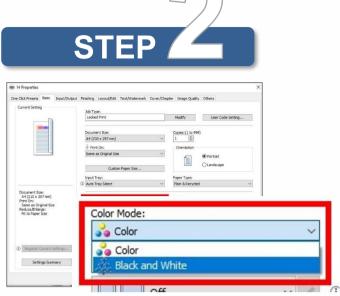
ne Click Presets Basic In	put/Output	Finishing	Layout/Edit	Text/Watermark	Cover/Chapte	r Image Quality	Others	
Current Setting		Job Typ						
		Locke				Modify	User Code Setting	
			ent Size: 0 x 297 mm)		~	Copies:(1 to 999)		
		V Prin			~	Orientation		
		Same a	as Original Siz	e	\sim		Portrait	
			Custo	m Paper Size			O Landscape	
		Input T	ray: ray Select		~ 0	Paper Type: Plain & Recycled		~
Document Size:			ia) bailet					
A4 (210 x 297 mm) Print On: Same as Original Size		2 sided		ge Bind: Left/Top		Layout:		
Reduce/Enlarge: Fit to Paper Size			C_J Long Eos	je bila: cert/rop	~	Staple:	Ť	1 A.
		0 샋.	🖭 Long Edg	ge Bind: Left/Top	D			\sim
		ا 🔝	封 Short Ed	lge Bind: Top/Left				
Register Current Sett	ings							
Settings Summar	у				Reset All Sett	ngs	Reset Settings in This Tal	ь

From the "2 sided" menu:

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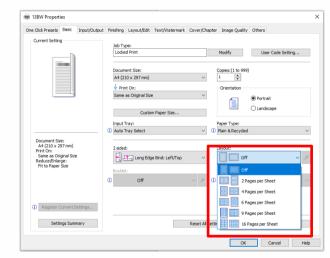
Portrait-oriented document, select "Long Edge Bind"

Landscape-oriented document, select "Short Edge Bind"



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

Multiple Pages on One Sheet



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

• Switch to single-sided, select "Off"



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

