Print
Operation Guide on PC

**STEP 1**

- Select the B&W printer or Colour printer for printing
- Click the "Printer Properties"/ "Preferences" from the print dialogue

**STEP 2 (Optional)**

Multiple Pages on One Sheet

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

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"

**STEP 3**

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