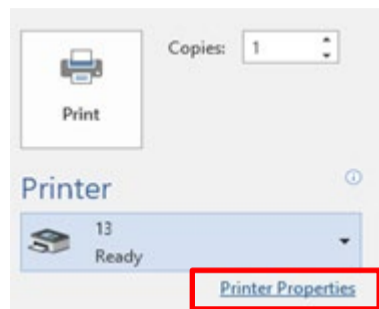


# Windows PC Operation Guide on Printing

## STEP 1



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

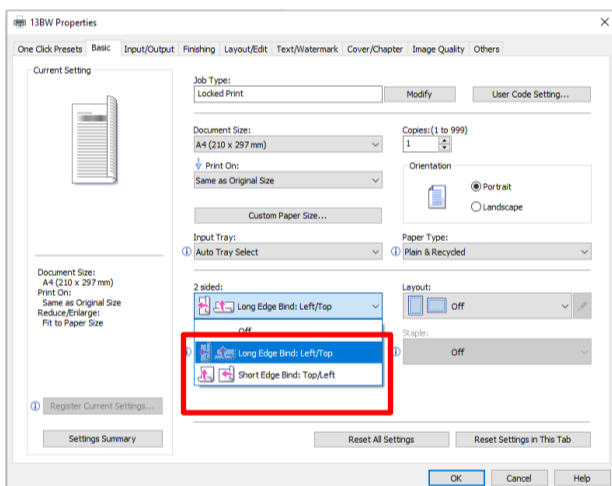
## STEP 2



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

## STEP 3 (Optional)

### Single/Double-Sided



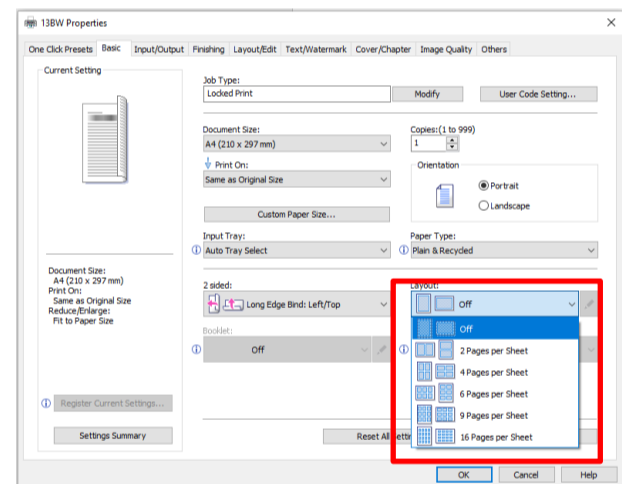
From the **"2 sided"** menu:

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

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

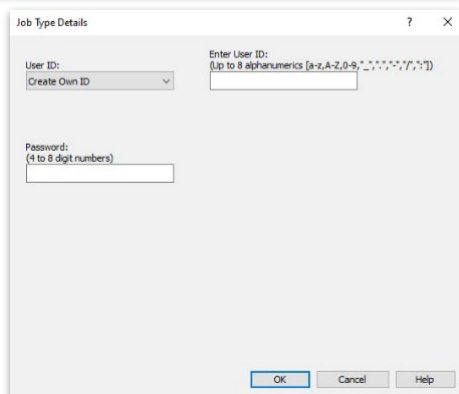
- Switch to single-sided, select **"Off"**

### Multiple Pages on One Sheet



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

## STEP 4



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

