

# **Printer settings**

You can change printer settings to enable you to:

- 1. Add staples or hole punch
- 2. Print on custom paper including letterheads
- 3. Print colour or black and white
- 4. Print single or double-sided.

### 1. Add staples or hole punch

1 From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.



2 To add staples or hole punch to your print job, select the **Select Finishing** drop down and then select the best staple or hole punch option for your print job.





#### 2. Print on custom paper

1 From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.



2 To print on custom paper, you will need to use the bypass tray. Select the **Paper** drop down and then **Advanced Paper Selection** ...

aper/Outpu	t Image Options Color C	ptions Lay	out/W	atermark	Advanced Fax		
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	Size Color Type	v	> > >	9	Collated Output Color: Black and White	× *	
	Select By Tray Advanced Paper Sel	ection	>	6	Output Method: Automatically Select		
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**3** From the Advanced Paper Selection window, select the **Paper Tray** drop down and **Tray 5** (Bypass).

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## 4 Choose the **paper type**, **output colour** and **orientation**. Select **OK**.

Paper Tray: t:   Tray 5 (Bypass) int   Original Document Size: ning:   A4 (210 x 297mm) ning:   Scale Options: or Landscape - Top   100% No Scaling   Output Paper Size: A4 (210 x 297mm)   A4 (210 x 297mm) r:   Bypass Paper Type: White   Plain od:   Output Paper Color: ally Select   White gs:   Standard Edit   Portrait Edit		x	$\times$	?		n	aper Selection	dvanced P
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5 At any printer, you will need to add your custom paper to **Tray 5** before printing.



### 3. Print colour or black and white

1 From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.



2 To change whether the print job is colour or black and white, select the **Output Colour** drop down and then either **Colour** or **Black and White**.

1.44	Job Type:	$ \square \square $	2-Sided Print:	
102	Normal Print ~	S C	2-Sided Print	
	Setup			
	Paper:		Select Finishing:	
D	Size: A4 (210 x 297mm) Tray 5 (Bypass), Plain	<b>8</b>	Collated	^ .
		9	Output Color: Black and White Color Black and White Automatically Select	
		A	Saved Settings:	
			A <change>Standard</change>	20 Mag 10 C
			Save	Edit



### 4. Print double or single-sided

1 From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.



2 To choose whether the print job is single or double sided, select the **2-Sided Print drop down** and select either 1-Side Print, 2-Sided Print or 2-Sided, Flip on Short Edge.

Paper/Ou	tput Image Options Color Options La	yout/Watermark	Advanced Fax	
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