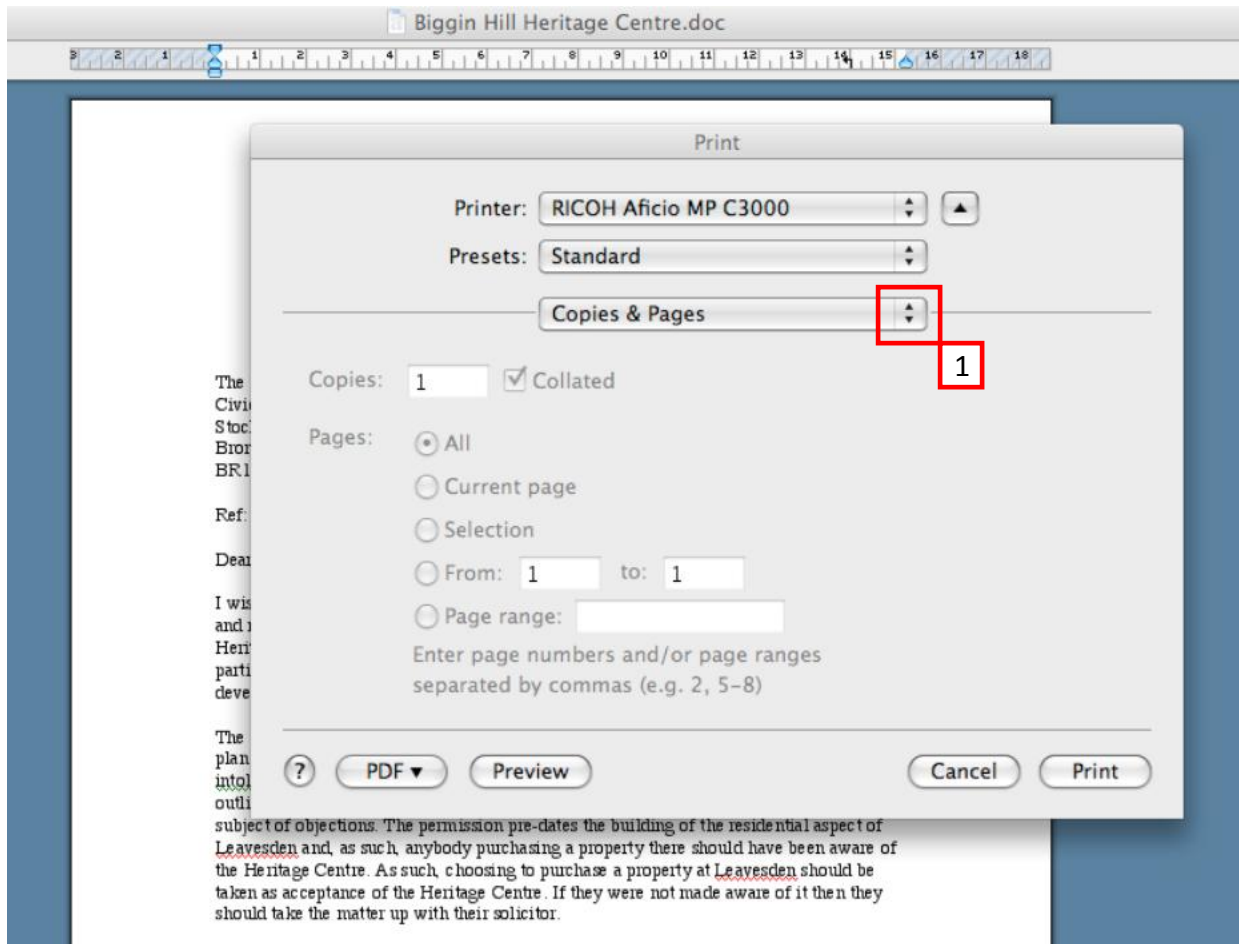


# Making Driver Changes when Printing Documents.

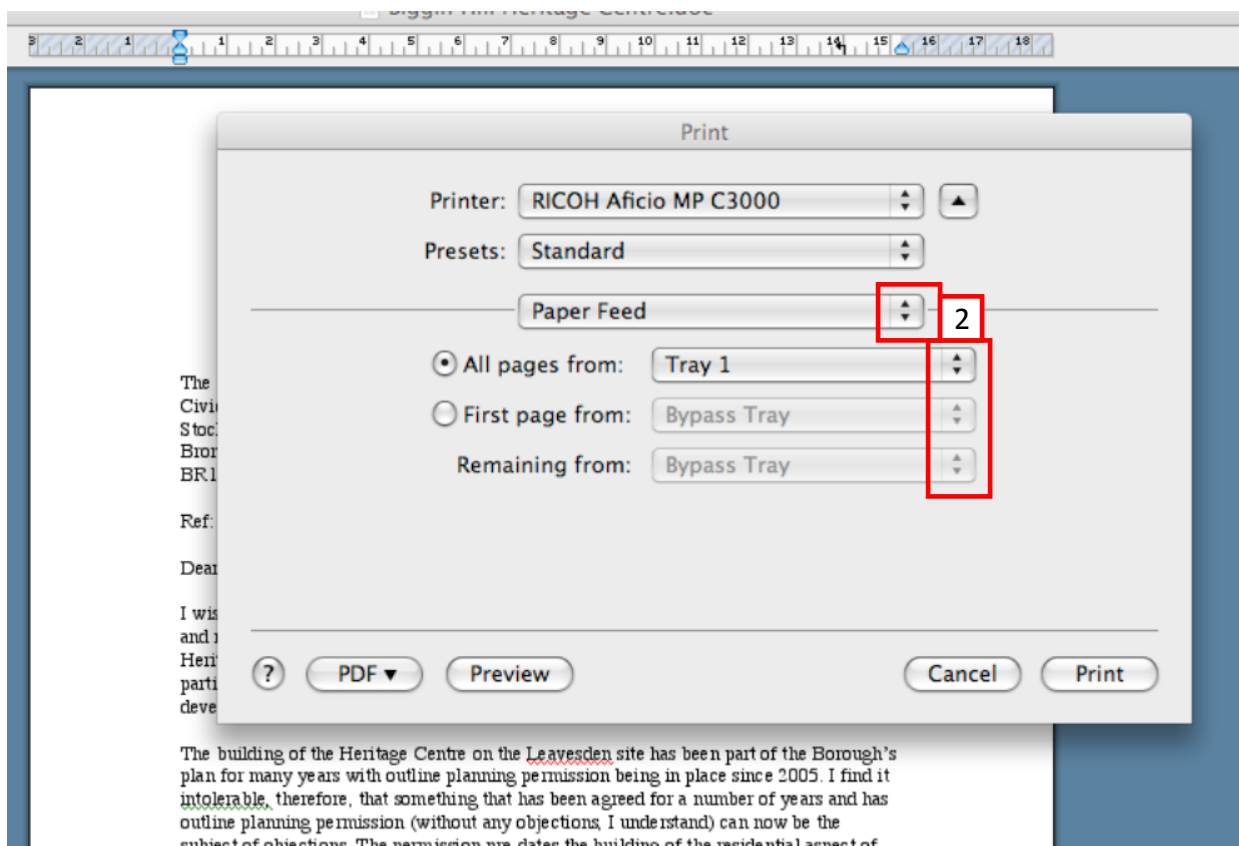
From an Opened Document

Select - File & Print

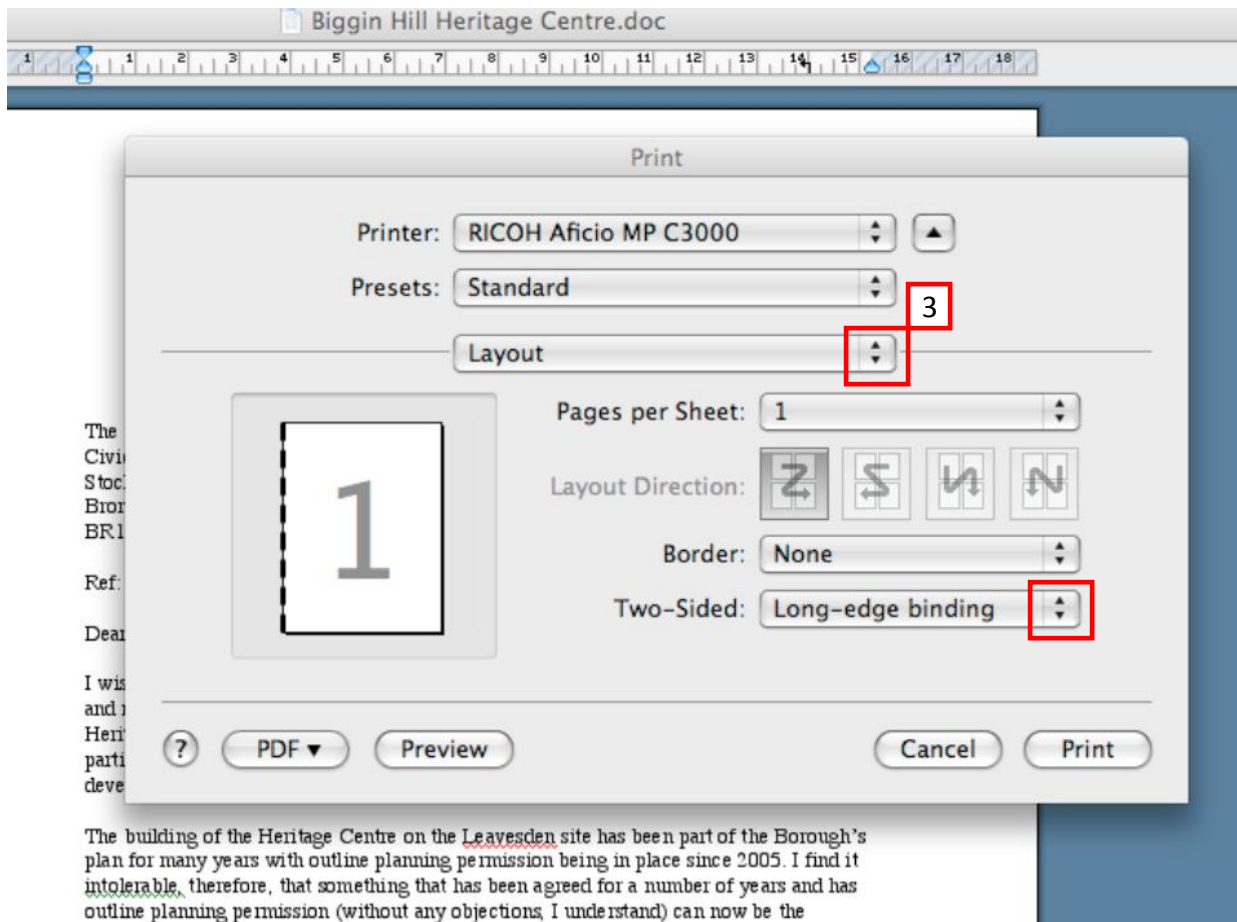
1. From the 'Copies & Pages' drop down menu, multiple options can be accessed.



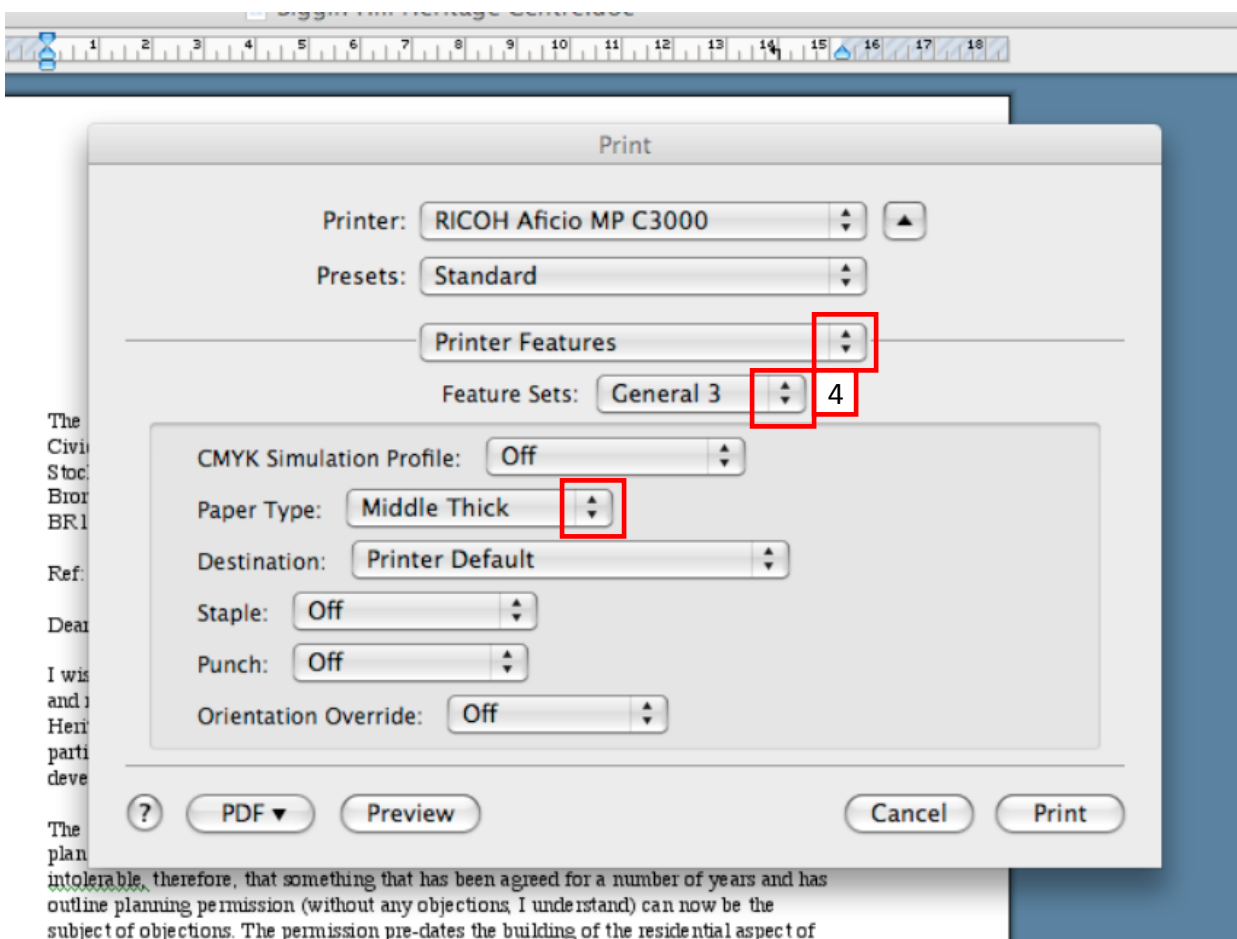
2. In 'Paper Feed' a Different cassette or bypass can be selected



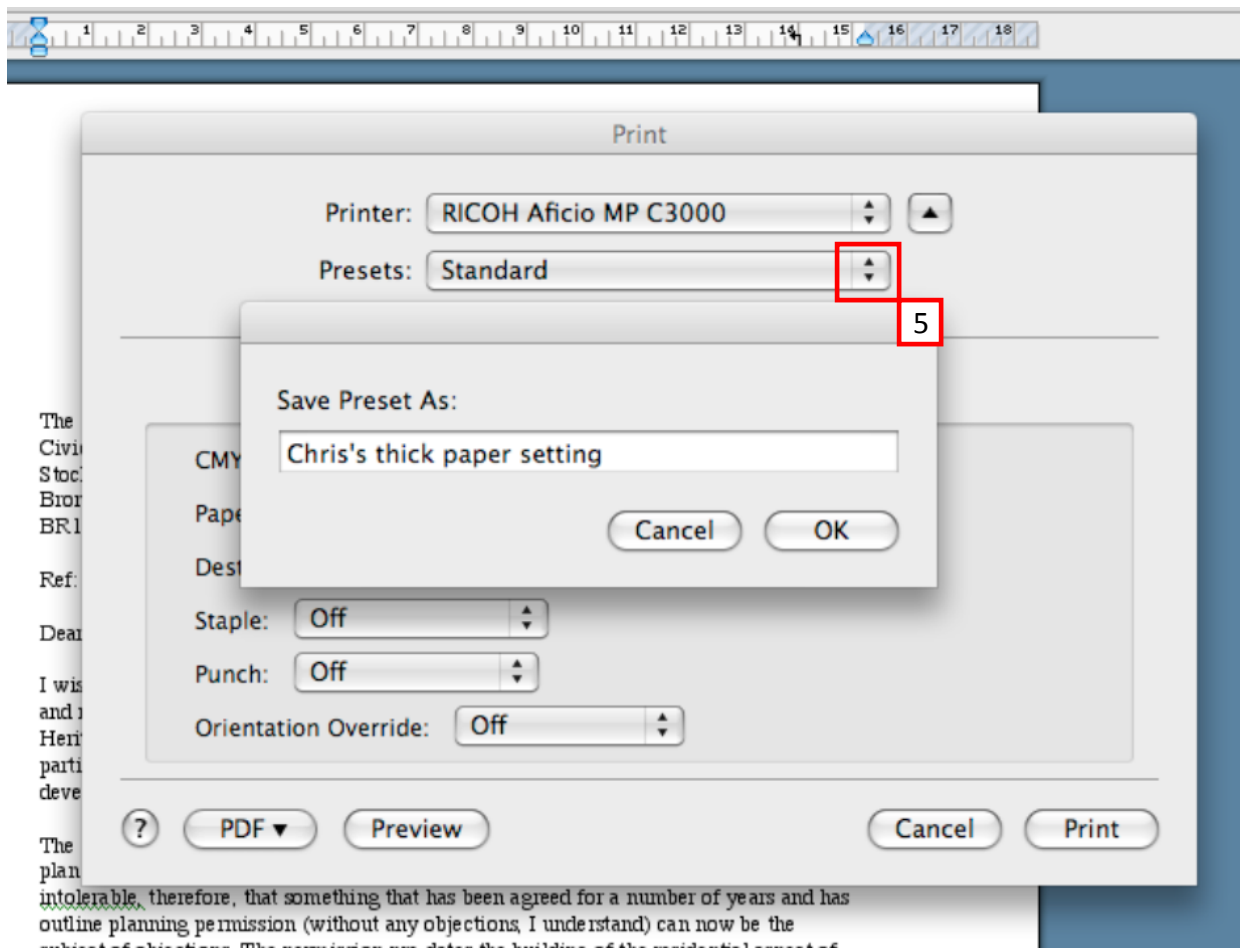
3. In 'Layout' Duplex Copies [double sided copying] can be selected.



4. In 'Printer Features' sub section 'General 3' Paper Type – destination – [stapling – and punch if the Device has a Sorter fitted] can be changed.



- Once the changes to the driver have been made, Frequently used Configuration's can be Saved as a Preset by selecting from the drop down box a vacant preset, name it then click – OK.



- Presets can be recalled and selected from the Drop down box or Saved as the new Default.

