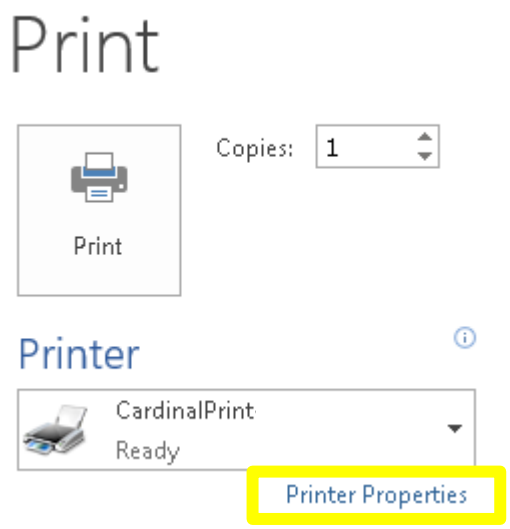
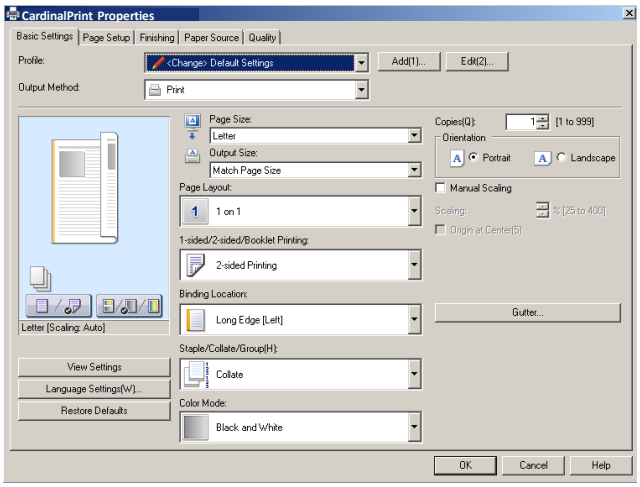
COLOR PRINTING

To save on costs and paper all Cardinal Print devices are defaulted to print in black & white and double-sided. To print in color, complete the following steps every time you print (defaults cannot be changed).

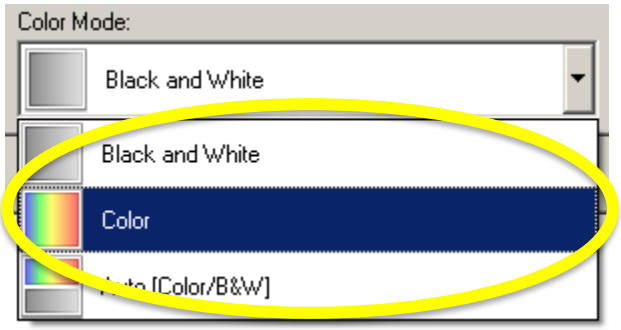
1 Select **File**, **Print**.
Ensure **CardinalPrint** is selected from the list of Printers and select **Printer Properties.**



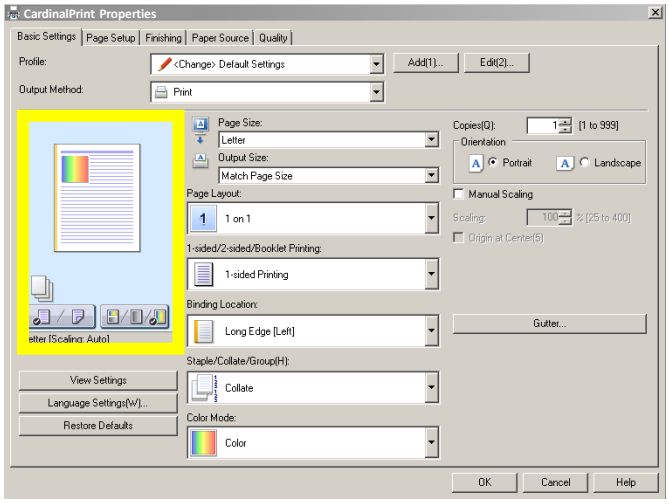
2 The Print Driver Options will display in a new window.



3 Select **Color Mode** and select **Color** from the drop-down list.



4 Apply additional finishing options if desired and select **OK** and **Print**.

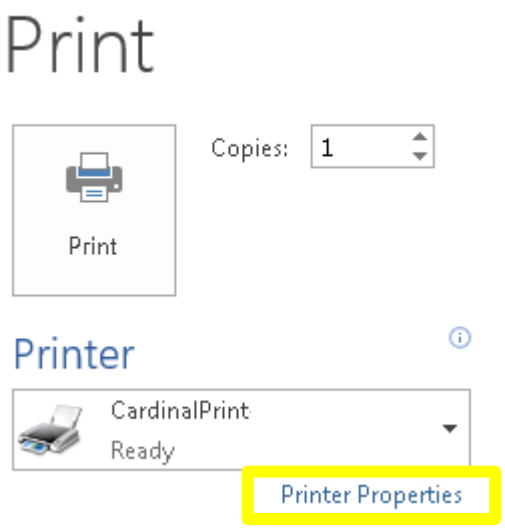


Note: *The preview page will display the option(s) you selected (e.g., 1-sided color shown above).*

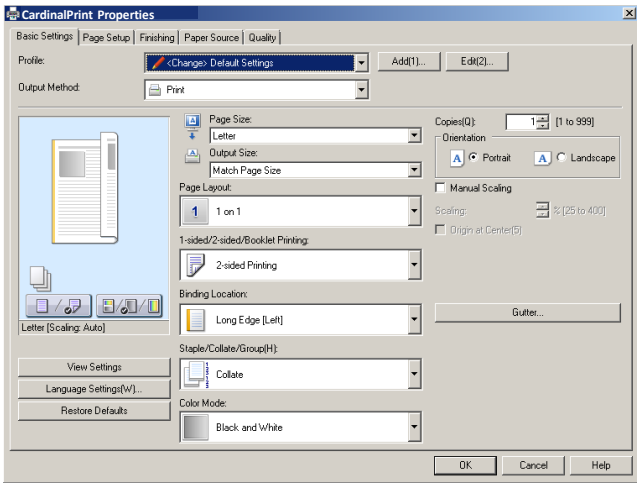
SINGLE-SIDED PRINTING

To save on costs and paper all Cardinal Print devices are defaulted to print in black & white and double-sided. To print single-sided, complete the following steps every time you print (defaults cannot be changed).

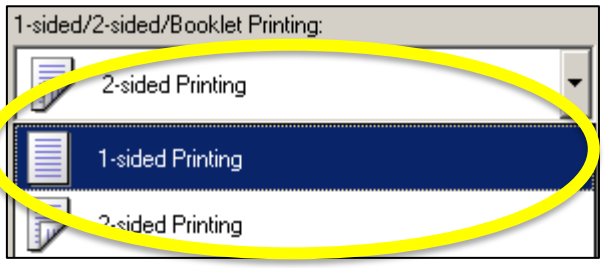
1 Select **File**, **Print**.
Ensure **CardinalPrint** is selected from the list of Printers and select **Printer Properties.**



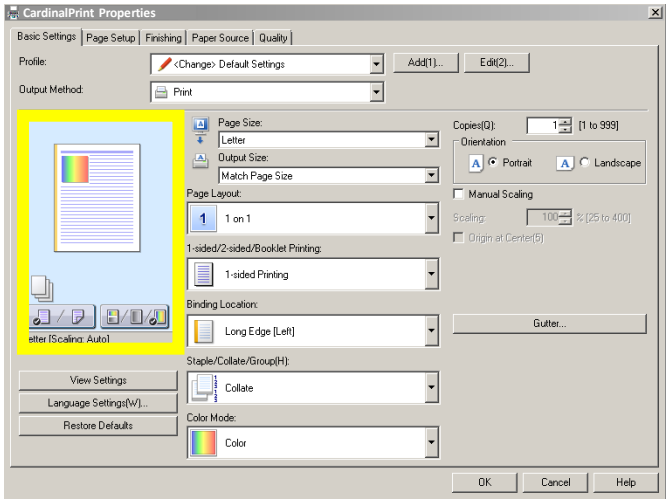
2 The Print Driver Options will display in a new window.



3 Select **1 sided/2-sided/Booklet** and select **1-sided** from the drop-down list.



4 Apply additional finishing options if desired and select **OK** and **Print**.



Note: *The preview page will display the option(s) you selected (e.g., 1-sided color shown above).*