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).



Select File, Print.

Ensure **CardinalPrint** is selected from the list of Printers and select **Printer Properties.**



3

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

Color Mode:			
	Black and White		
	Black and White		
	Color		

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

Profile:	Change> Default Settings Add	d(1) EdR(2)
Output Method:	Print	
	□ Page Size: ■ Letter ■ Output Size: Match Page Size Page Layout: ■ 1 on 1 1:sided/2-sided/Booklet Printing: □ ■ 2-sided Printing	Copies(0): 1 to 999) Controlion C
Letter (Scaling: Auto)	Binding Location:	Gutter
View Settings Language Settings(W) Restore Defaults	Staple/Collate/Group(H): Coltate Color Mode: Black and White] ī



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

CardinalPrint Properties		
Basic Settings Page Setup Finis	ing Paper Source Quality	
Profile:	Change> Default Settings Add(1	I) Edit(2)
	Page Size:	Copies(Q) 1 (1 to 999) Directation A Potrai A Landscape Manual Scaling Scaling 10(
etter (Scaling: Auto)	Long Edge [Left]	Lautter
View Settings Language Settings(W)	Collate	•
Restore Defaults	Color	•
		OK Cancel Help

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

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.**



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



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

Basic Settings Page Setup Finishin	g Paper Source Quality	
Profile:	Change> Default Settings	Jd(1) E dk(2)
Output Method: 📄 I	rint 💌	
	Page Size: Page Size: Match Page Size: Page Layout: 1 on 1 1-sided/2-sided/Brooklet Protoco:	Copies(Q) Image: Copies(Q) Orientation Image: Copies(Q) Image: Copies(Q) Image: Copies(Q) Image: Copies(Q)
Letter [Scaling: Auto]	2-sided Printing Binding Location: Long Edge [Left]	Gutter
View Settings Language Settings(W)	Staple/Collate/Group(H):	•
nesture D'éfaults	Black and White	•



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

CardinalPrint Properties	in Den Course Douring D	
Profile: Output Method:	KChange> Default Settings Add(1). Print	Edit(2)
	Page Size: ↓_etter ↓_etter ↓_output Size: Match Page Size ▼ Page Layout 1	Copies(Q): 1 1 10 9993 Coientation Manual Scaling Scaling: 100-2 12 (25 to 400) Coigin at Center(5)
etter (Scaling: Auto)	Long Edge [Left]	Gutter
View Settings Language Settings(W) Restore Defaults	Staple/Collate/Group(H): Color Mode: Color Mode:	
		OK Cancel Help

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