To save on costs and paper all Cardinal Print devices are defaulted to print in black & white and double-sided. You can create a customized *Print Profile* that populates frequently used print settings such as printing 1-sided and Color.



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



3 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	dd(1) E dk(2)
Output Method: 📄 I	Print 💌	
	Page Size: Letter Match Page Size: Match Page Size Page Layout: 1 on 1 1-ided/2-sided/Booklet Printing	Copies(0) 1 (1 to 939) Orientation M C Pottait A C Landscap Manual Scaling Scaling: 2 (25 to 400) Origin at Center(5)
Letter [Scaling: Auto]	Binding Location:	Gutter
View Settings Language Settings(W)	Staple/Collate/Group(H):	•
Restore Defaults	Black and White	•



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

Color M	fode:
	Black and White
	Black and White
	Color
	, the [Color/B&W]

Print Profile Creation

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

🖶 CardinalPrint-SRWC Properties		2
Basic Settings Page Setup Finishi	ng Paper Source Quality	
Profile:	<change> Default Settings</change>) Edit(2)
Output Method:	Print 💌	
	Page Size: Letter * Output Size: * Match Page Size * Page Layout: * 1 1 on 1 1-sided/2-side/Booklet Printing: *	Copies(0): 1 ::::::::::::::::::::::::::::::::::::
Letter [Scaing: Auto]	Binding Location:	Gutter
View Settings Language Settings(W) Restore Defaults	Steple/Collate/Group(H): Color Mode. Color Color	-]]
		OK Cancel Help

6 Select Add located next to Profile.

CardinalPrint-SRWC Properties	le e le el	
Profile:	Change> Default Settings 🚽 Add(1))
Output Method:	trint 💌	
	Page Size: Leter Quiput Size: Match Page Size Page Leyout 1 on 1 1-sided/2-sided/Booklet Printing 2-sided Printing	Copies(0): 1 (1 to \$99) Crientation Crientation Marcula Scaling Scaling 2 (25 to 400) Digin at Certer(5)
Letter (Scaling Auto)	Binding Location:	Guter
	Staple/Collate/Group(H):	
View Settings	Collate	
Restore Defaults	Color Mode: Black and White]
		OK Cancel Help

- A. Type a Name for your Profile.
- B. Choose an icon.
- C. Add Comments.
- D. Select **OK**.

Your Profile is now saved.

Add Profile						×
	FedEx					
lcon:		×	•		17 14	B
Commont	•				•	
					^	
					~	View Settings
	1					
		_		OK	Ca	ncel <u>H</u> elp

Next time you print, select the **Print Profile** you created from the drop down and select **OK**. This will populate the customized settings.

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Basic Settings Page Seture College			
Profile: Output Method:	Changes Default Settings Default Settings 2 on 1 [1-sided] 2 on 1 [2-sided] - sided Scale to Ft A4 Scale to Ft Letter - sidestertion	Add(1) Default Setting This setting en Sefault settings peneral businer ables.	Edit(2) ables you to print with all factory This setting is suitable for printing is documents that include text and generation Quertation A O Landscape
	Aarketing-1 1-sided/2-sided/Booklet, Printing: 1-sided Printing Briding Location: Long Edge [Left]		☐ Magual Scaling Scaling: 100 © % [25 to 400] ☐ Origin at Center(\$) Gutter
<u>V</u> ew Settings Language Settings(<u>W</u>) <u>B</u> estore Defaults	Stepie-Collate-Group(<u>H</u>): Collate Color Mode: Auto [Color/B&W]	~	Staple Position