



How to print (Windows)

The following procedure describes the basic printing process for Windows.

- 1. From the software program, select the **Print** option.
- 2. Select the product from the list of printers. To change settings, click or tap the **Properties** or **Preferences** button to open the print driver.
 - **NOTE:** The name of the button varies for different software programs.

| Print | | | | 2 X |
|----------------------------|---|----------------------|------------|-----------------------|
| Printer | | | | |
| <u>N</u> ame: | 🚓 (), Nipertet (anazo namo nate | | | Properties |
| Status: Type: Where: | | | * | Fin <u>d</u> Printer |
| Comment: | an at a second second | | | Manual duple <u>x</u> |
| Page range | | | | |
| Pages: | | | | |
| section or p1s | n. For example, type 1, 3, 5–12 1, p1s2, p1s3–p8s3 | | | |
| Print <u>w</u> hat: | Document 💌 | Zoom | | |
| Print: | All pages in range 🔹 | Pages per sheet: | 1 page | |
| | | Scale to paper size: | No Scaling | - |
| Options | | | ОК | Cancel |

3. Click or tap the tabs in the print driver to configure the available options. For example, set the paper orientation on the **Finishing** tab, and set the paper source, paper type, paper size, and quality settings on the **Paper/Quality** tab.



- 4. Click or tap the **OK** button to return to the **Print** dialog box. Select the number of copies to print from this screen.
- 5. Click or tap the **OK** button to print the job.