



## Print multiple pages per sheet (Windows)

- 1. From the software program, select the **Print** option.
- 2. Select the product from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

**NOTE:** The name of the button varies for different software programs.

- 3. Click or tap the **Finishing** tab.
- 4. Select the number of pages per sheet from the **Pages per sheet** drop-down list.
- 5. Select the correct **Print page borders**, **Page order**, and **Orientation** options. Click the **OK** button to close the **Document Properties** dialog box.
- 6. In the **Print** dialog box, click the **OK** button to print the job.