The print properties to the Kyocera multi-function machines are defaulted to black & white, two sided printing. This will eliminate paper waste as well as the unnecessary cost of a color print. These defaults can easily be changed when you want color or single sided printing.

Changing to color or single sided printing

From your print screen, select the **Properties** button for the machine to which you will send your document to print.

		— X
	160	
J-113 Color Copy Machine		Properties
	i KX	Print to file
		Copies
Memo Style	Page Setup	Number of pages: All Number of copies: 1
	Define Styles	Collate copies
		11 22 33
e		
ounting from the start of		
ons		
	ts will print to the	
	Kyocera TASKalfa 5550c Memo Style e numbers and/or page ra pounting from the start of ype 1, 3 or 5-12.	Memo Style Page Setup Define Styles Define Styles e numbers and/or page ranges separated by punting from the start of the item. For ype 1, 3 or 5-12. ons ttached files. Attachments will print to the

On the **Basic** tab, you can change the defaults for an individual print job by selecting color print or printing single sided.

J-113 Color Copy Machine Pro	perties	- Co
Quick Print Custom button selection	Print size: Letter (100%)	Media type: Unspecified
Basic Copies: collate: duplex	Source: Auto source selection	Destination: Printer default
Layout Pages per sheet, bookiet, scale		
Finishing Bind, fold, staple, punch	1	Color:
Imaging Image, graphics, forms	Collate:	
Publishing Cover mode, page inset		EcoPrint:
Job Job storage, job name	Orientation:	
Advanced Plug-Ins, Status Monitor	$ \underbrace{\mathbf{A}^{\dagger}}_{\bullet} \underbrace{\mathbf{A}^{\dagger}}_{\bullet} \underbrace{\mathbf{V}}_{\bullet} \underbrace{\mathbf{V}}_{\bullet} \underbrace{\mathbf{V}}_{\bullet} $	Duplex
3	Rem	Detail
	Quick Print Orientation	Portrait
	Color Collate Duplex Pages per sheet Basic Source	Full color On Off Off Auto source selection
	Color Collate Duplex Pages per sheet Basic Source Copies Collate	On Orr Orr Auto source selection 1 On
	Color Collate Duplex Pages per sheet Basic Source Copies Collate	On Orr Orr Auto source selection 1

Other features

Other features that you may use regularly are found on the **Finishing** tab. For example, if you would like to automatically staple your print document, select the position for the staple and enable the staple feature. The Kyocera 5550ci, 6500i, and 8000i models are also equipped with automatic hole punchers. On the Finishing tab, you would also enable hole punching by clicking the button for two or three hole punch.

Quick Print Custom button selection	Separation:	Finishing edge:	
Basic Copies, collate, duplex		Long ed	ige (left) -
Layout Pages per sheet, booklet, scale		Staple:	
Finishing Bind. fold. staple, punch	Print side: Inside Direction of fold:	Position Upper I Count:	
Imaging Image, graphics, fonts	Left to right/Top to botte a Number of sheets:	and the second se	¥
Publishing Cover mode, page insert		Punch:	
Job	Bi-Fold: Number of sheets:	• •	
Job storage, job name	1 -	850 0000	
Advanced Plug-ins, Status Monitor		6210	
Advanced		0000 00086	
Advanced			Reset
Advanced	1 tem	Detail	Reset
Advanced	Item Quick Print Orientation Color Collate	Portrait Full color On	Reset
Advanced	Item Quick Print Orientation Color	Portrait Full color	Reset
Advanced	Item Quick Print Orientation Color Collate Duplex Pages per sheet	Portrait Full color On Off	Reset