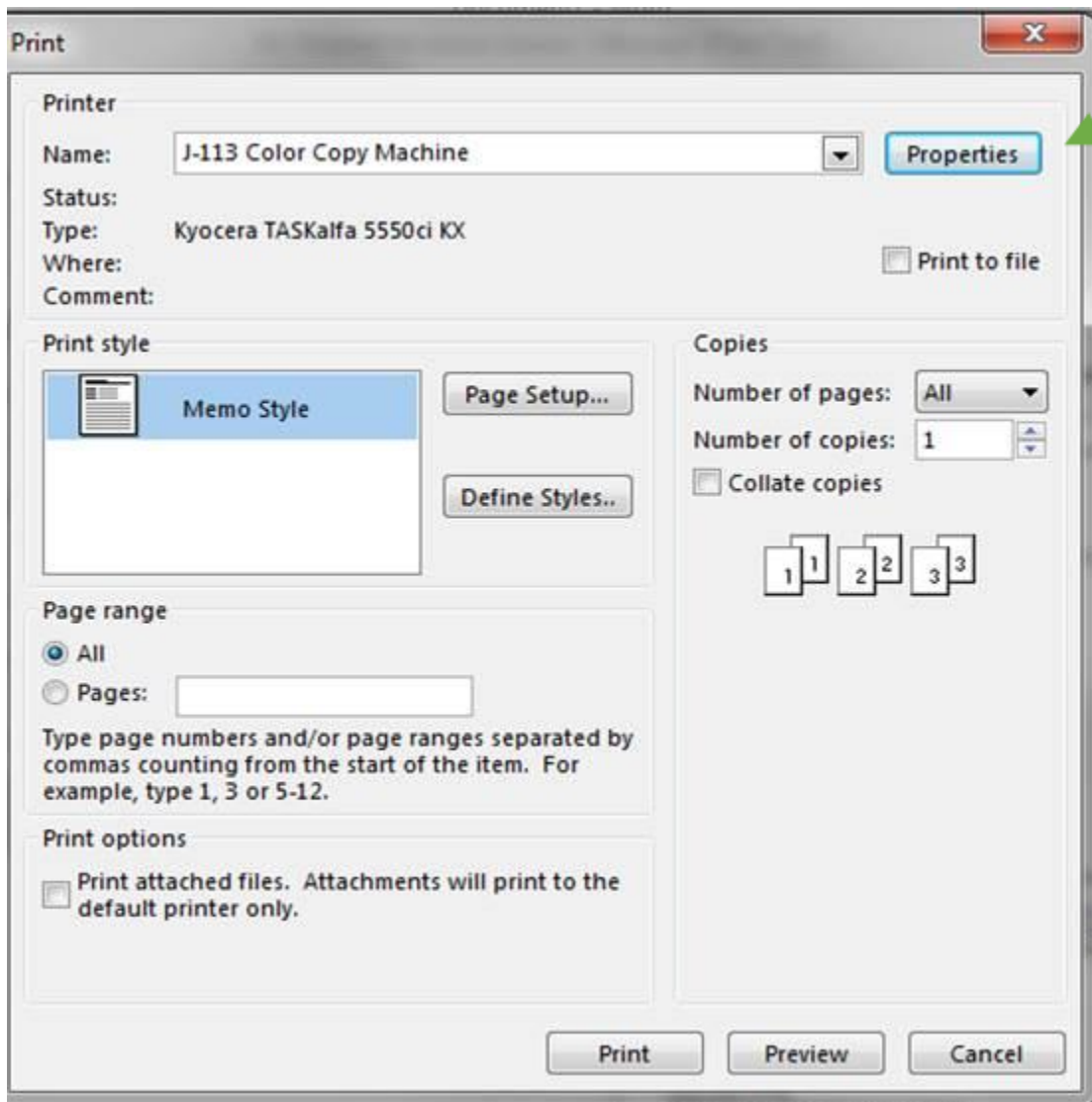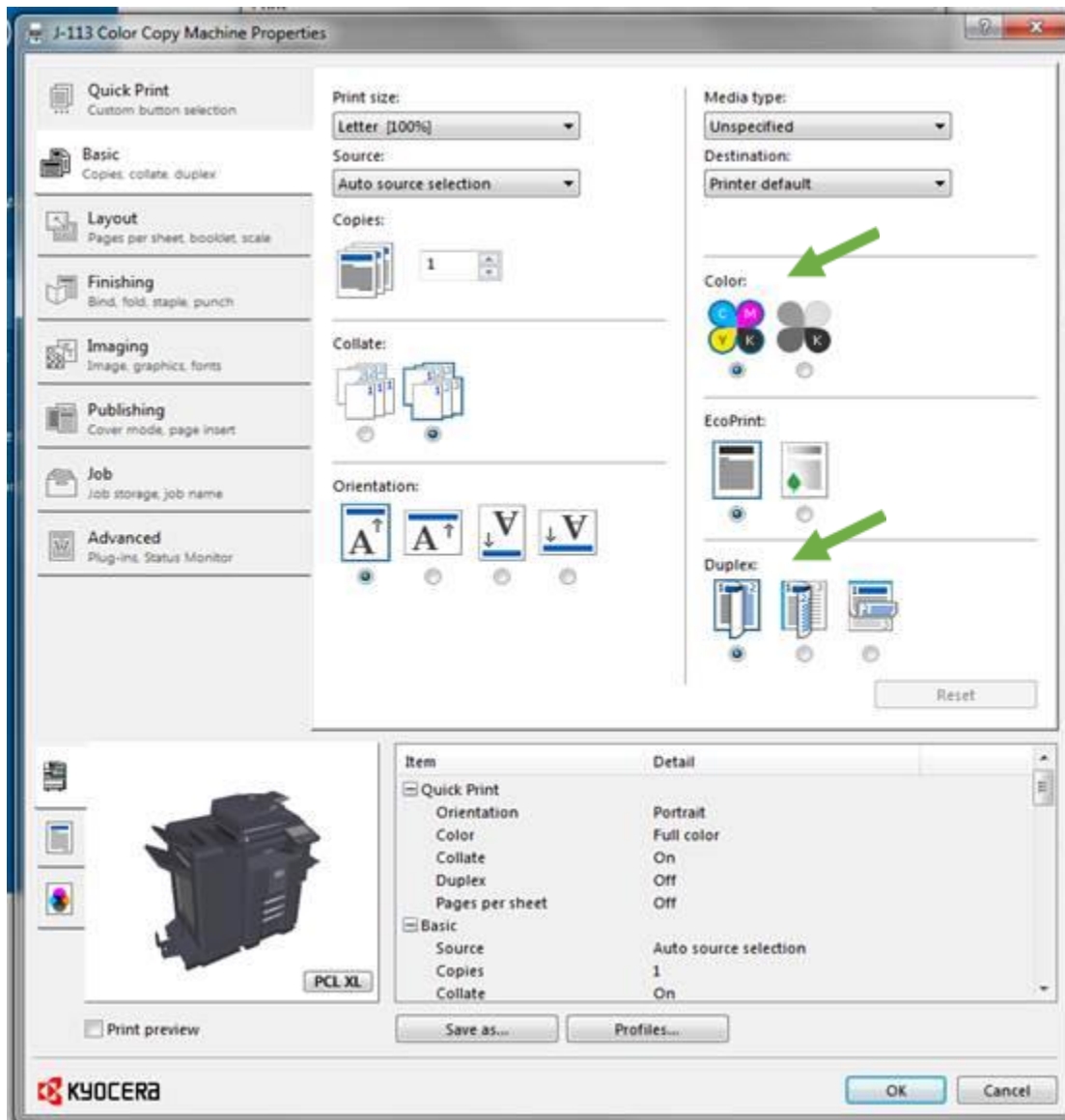# Changing print property defaults

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.

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

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.

J-113 Color Copy Machine Properties

Quick Print
Custom button selection

Basic
Copies, collate, duplex

Layout
Pages per sheet, booklet, scale

Finishing
Bind, fold, staple, punch

Imaging
Image, graphics, fonts

Publishing
Cover mode, page insert

Job
Job storage, job name

Advanced
Plug-ins, Status Monitor

Separation:

Tri-Fold:
Print side:
Inside

Direction of fold:
Left to right/Top to botto

Number of sheets:
1

Bi-Fold:
Number of sheets:
1

Finishing edge:
Position:
Long edge (left)
Gutter...

Staple:
Position:
Upper left
Count:
All

Punch:

Reset

Item	Detail	
Quick Print		
Orientation	Portrait	
Color	Full color	
Collate	On	
Duplex	Off	
Pages per sheet	Off	
Basic		
Source	Auto source selection	
Copies	1	
Collate	On	

PCL XL

Print preview

Save as...   Profiles...

KYOCERA

OK   Cancel