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Printing Options for Macs

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For printing options [especially pertaining to Macs at the COM], you'll need to make choices at the printer itself. As you select your print job, press "Options" found at the bottom of the screen.



For choosing how the print job is prepared, you'll notice a drop-down menu for "Duplex". Select "Simplex" for single-sided printouts. You'll also notice stapling options!

Color Mode: B/W Pages S Stapling: No Stapling S Hole Punch: Hole Punch 3 Copy Count: 1 + Page Range: 1 + 2.			
Stapling: No Stapling Hole Punch: Hole Punch 3 Copy Count: 1 Page Range: 1	Duplex:	blex	
Hole Punch: Hole Punch 3	Color Mode: B/W	Pages	7
Copy Count:	Stapling: No S	tapling	7
Page Range:	Hole Punch:	Punch 3	7
	Copy Count:	1	
Paper Catalog: Automatic 🔽	Page Range:	1 + - 2.	•
	Paper Catalog: Auto	matic	

For double-sided printouts, you'll have the options of "Duplex Long Edge" or "Duplex Short Edge".

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