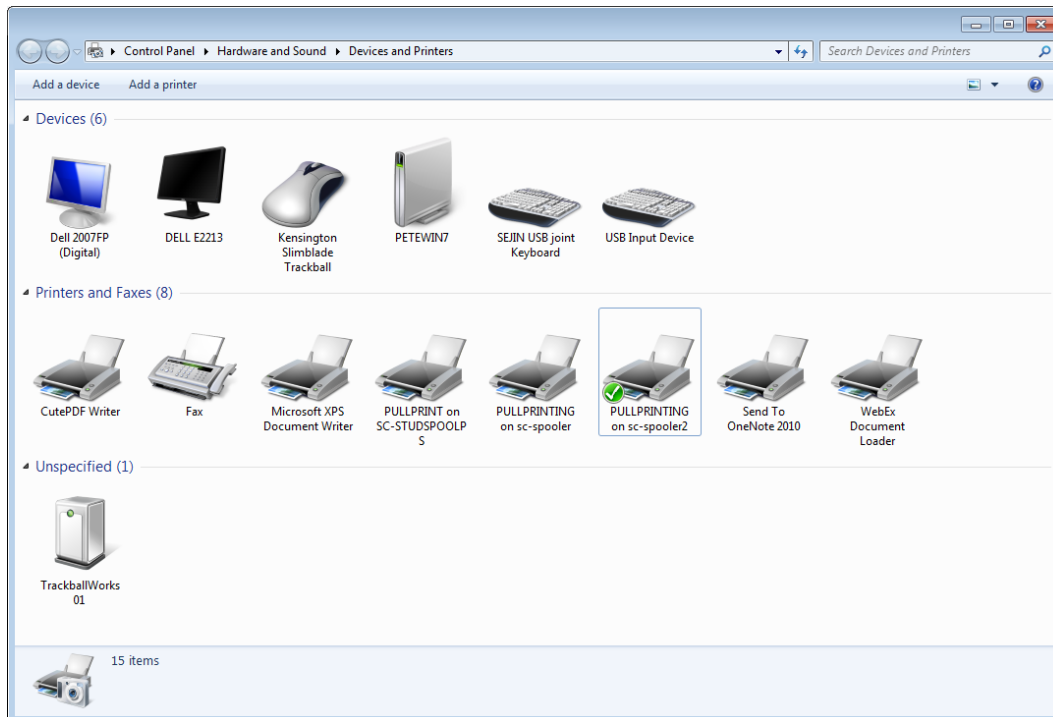


## Changing your Preferences for PULLPRINTING

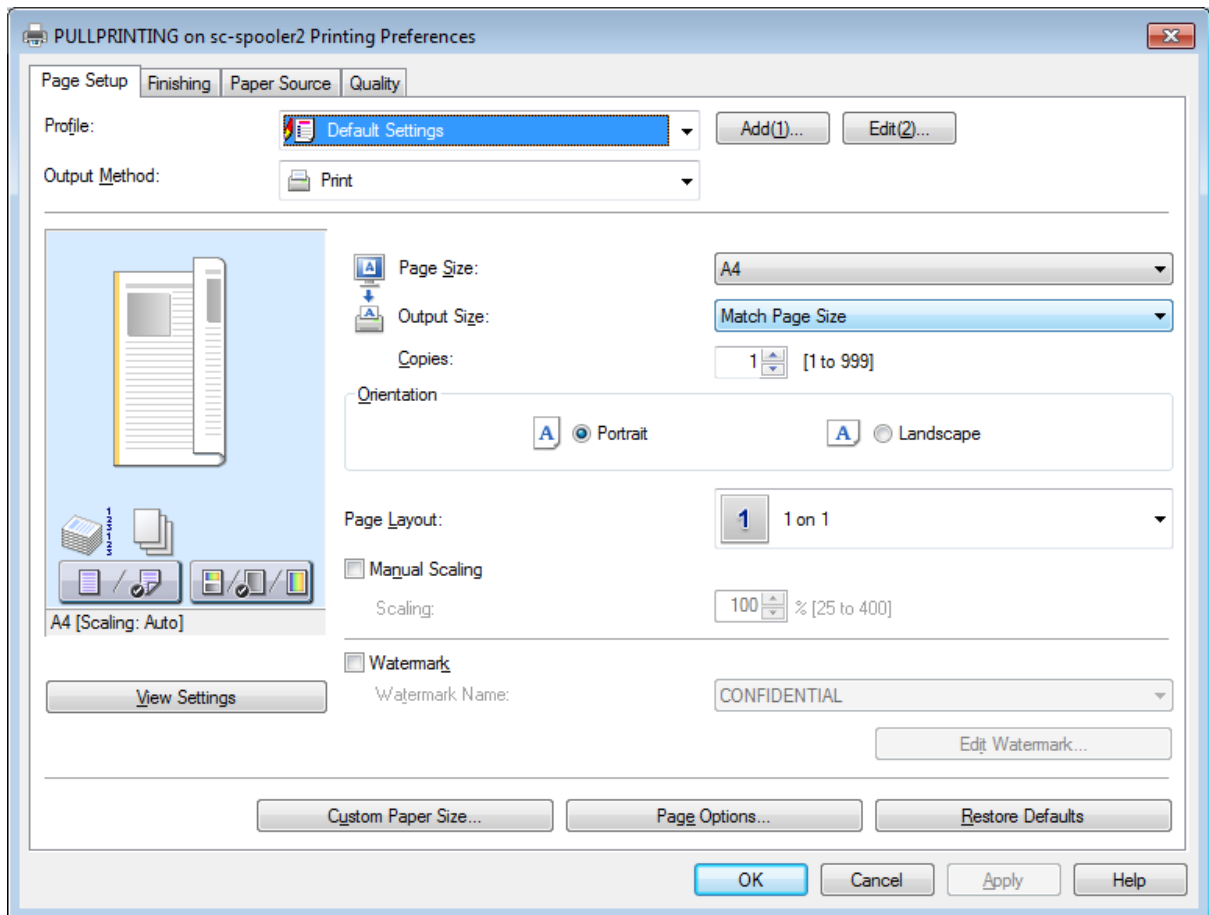
The Managed Print system drivers default to Mono duplex printing, meaning all documents sent without changing printer preferences will print in mono, double sided.

This preference can be changed, once changed it is remembered. To change your preference to enable with colour or single sided printing change your printing preference.

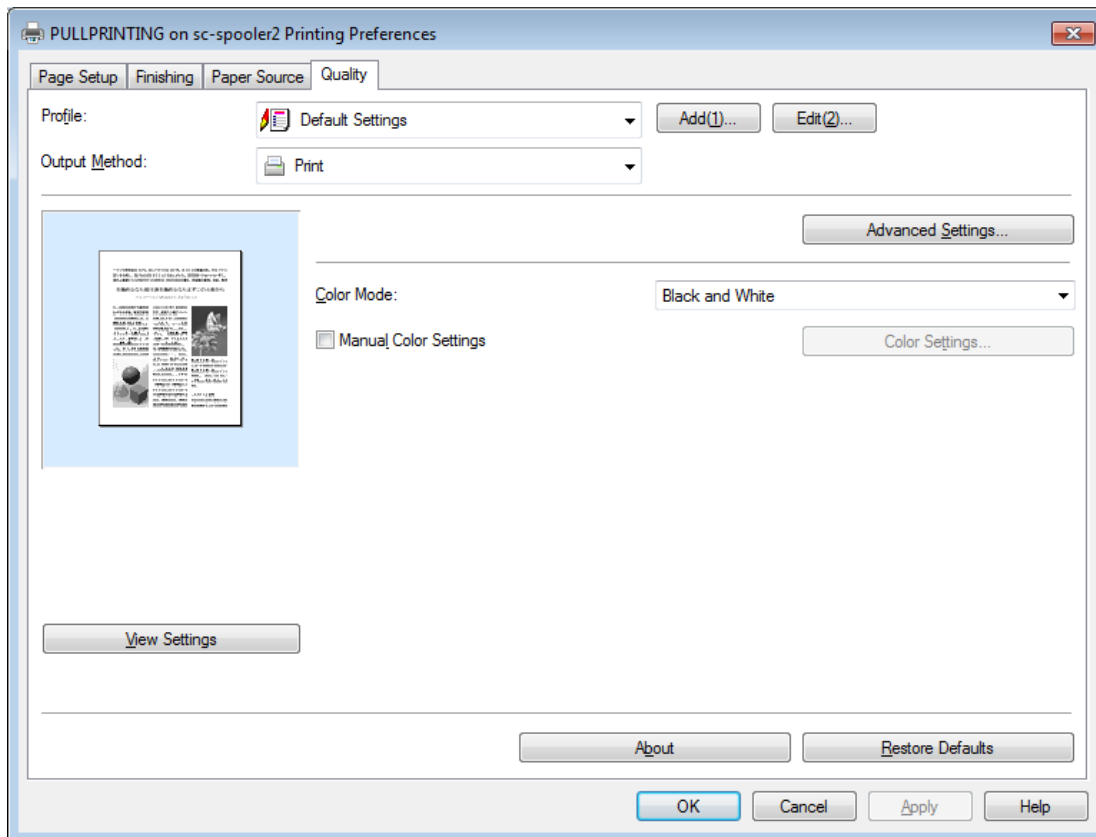
Select the Start Menu Icon, then Select Devices and Printers. From there you will be shown a window with your installed printers.



Here you should see an entry for either “PULLPRINTING on sc-spooler” or “PULLPRINTING on sc-spooler2”. Select whichever printer you have, then right click the mouse. A menu will display, from which you select the **Printing Preferences** option..



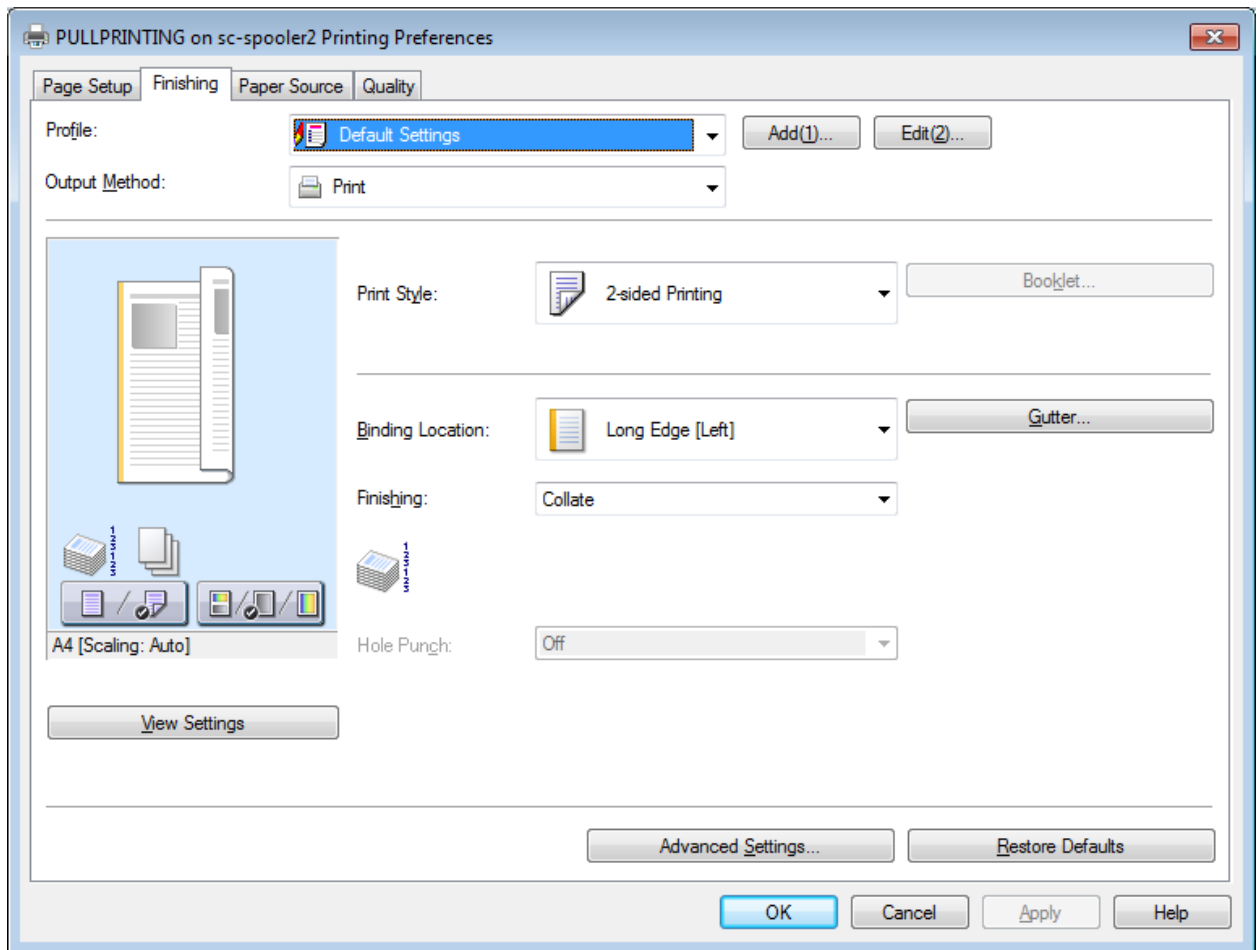
A dialogue appears as follows :-



Select the **Quality** tab from the top list of tabs. Then select the **Colour Mode** to be either **Colour**, **Black and White** or **Auto [ Colour/Black & White ]**.

**Even a small amount of colour on a page ( a blue URL for example in an email message ) will result in a charge for colour if you have selected either Color or Auto [ Colour/Black & White ]**

To change from Duplex ( double sided ) to Simplex ( single sided ) select the **Finishing** tab along the top of the dialogue, to display the following



From here select in the **Print Syle** option, 1 sided printing for simplex or 2 sided printing for duplex.

**Please remember that these settings are remembered and consequently any future jobs will be printed, and charged, at colour or simplex depending on your choices. This can increase costs to your department significantly.**