ITT&S
Marjon IT Training and Support

What is the default printing setup?

The printers are defaulted to print **double-sided** in black and white. To change these options to single sided or to print in colour, see the headings below:
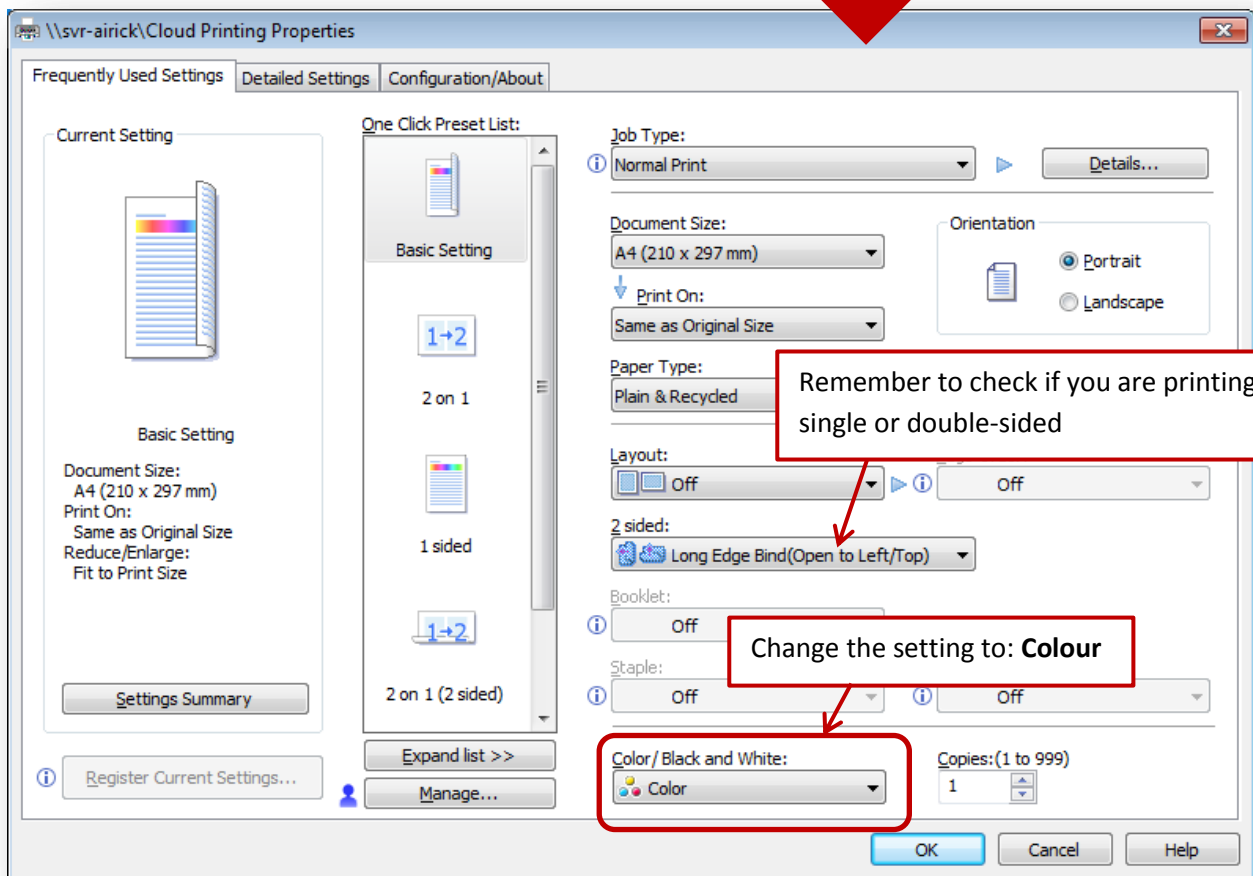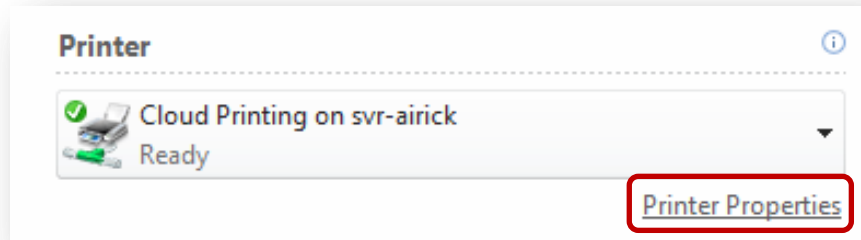
How to print on single-sided paper

- Select the **File** tab and click on **Print**

- Ensure the Printer is set to **Cloud Printing…** and select **Printer Properties**

- Select **OK**
  NOTE: Printing double-sided or single-sided will cost the SAME when printing.

How to print in colour

- Select the **File** tab and click on **Print**

- Ensure the Printer is set to **Cloud Printing…** and select **Printer Properties**

- Select **OK**

- Remember colour printing costs 16 pence per side (it will be the same price if you print single or double-sided).