

## 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

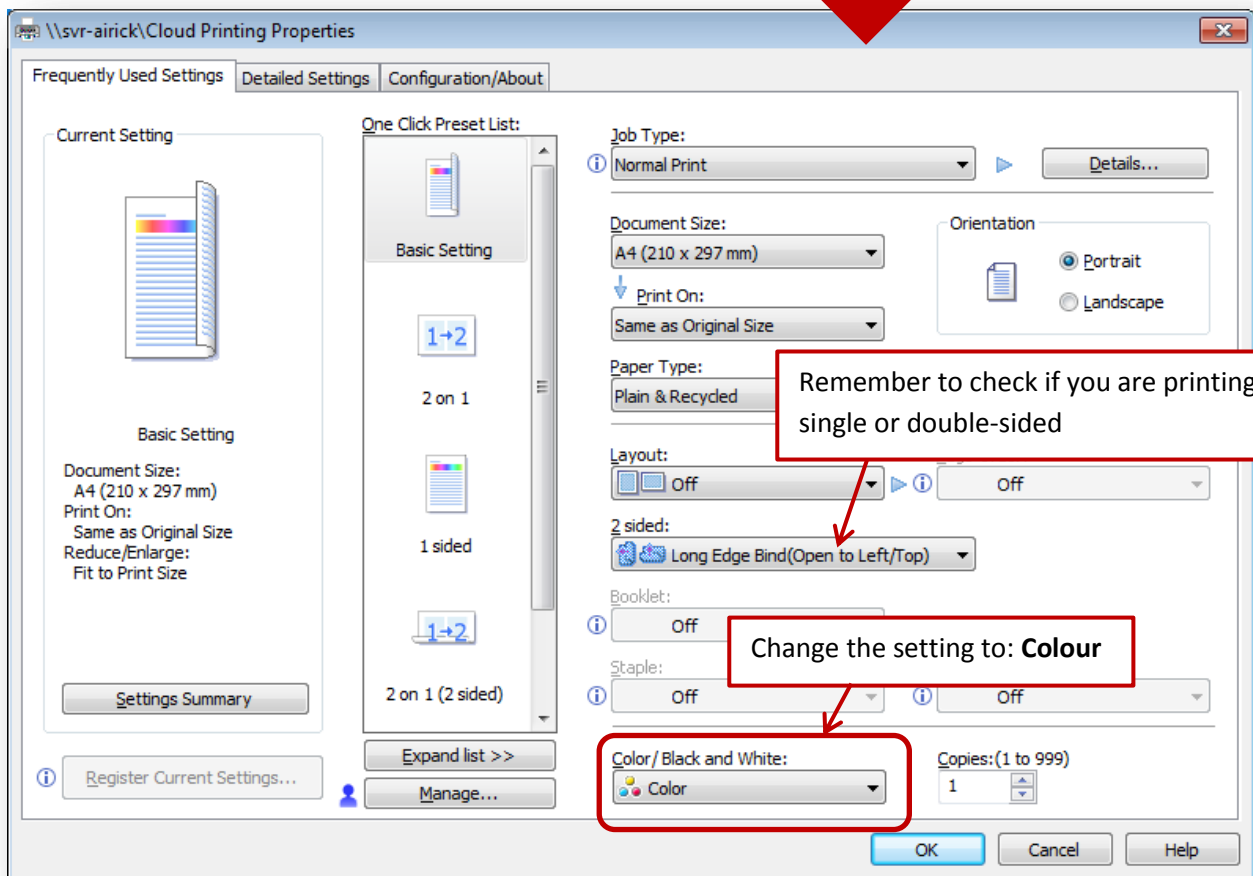
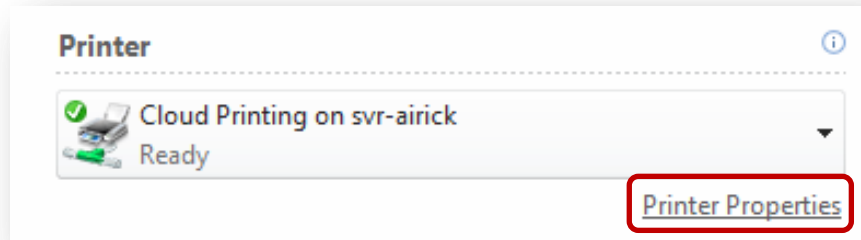
- Select the **File** tab and click on **Print**
- Ensure the Printer is set to **Cloud Printing...** and select **Printer Properties**

The image shows a Windows printer properties dialog box for a cloud printer. The 'Printer' dropdown is set to 'Cloud Printing on svr-airick' and is marked as 'Ready'. A red box highlights the 'Printer Properties' link. A red arrow points to the 'Cloud Printing Properties' dialog box. In this dialog, the '2 sided' dropdown is set to 'Off' and is highlighted with a red box. A red box also highlights the '1 sided' option in the 'One Click Preset List'. A red box contains the text: 'Alternatively you can just select 1 sided from the One Click Preset List'. Another red box contains the text: 'By default the settings in the 2 sided section will be set to: **Open to Left** Change the setting to: **Off**'. The 'Layout' dropdown is also set to 'Off'.

- 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).