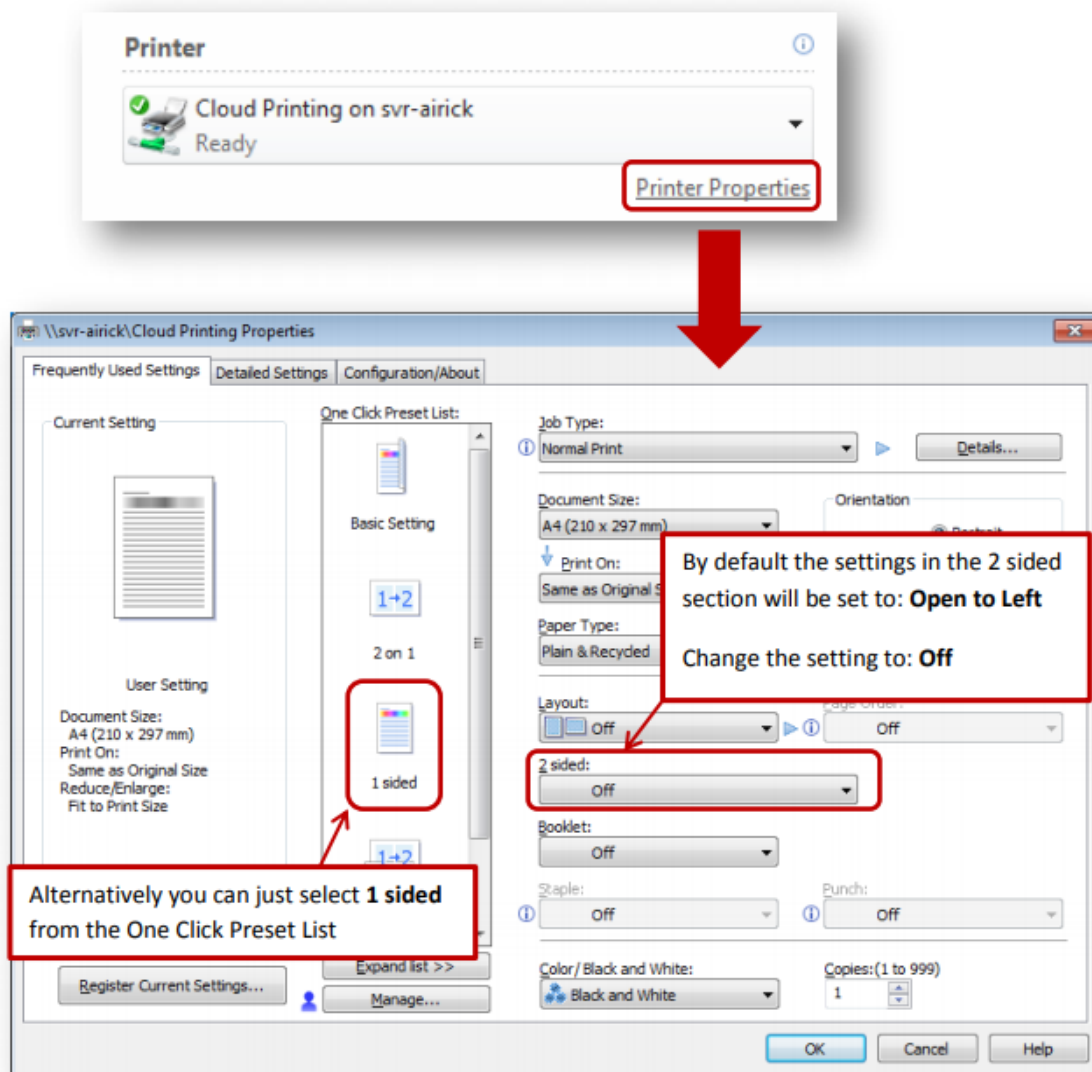


## What is the default printing setup?

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

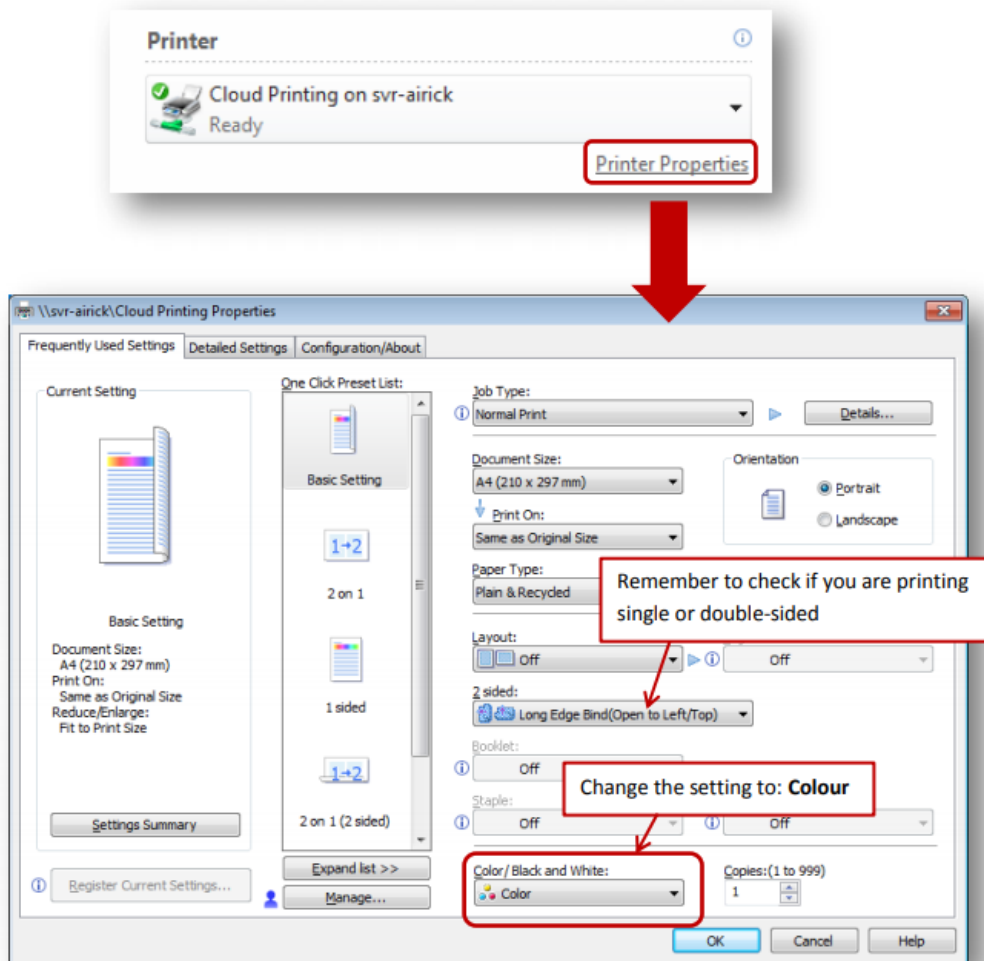
- Select the **File** tab and click on **Print**
- Ensure the printer is set to **Cloud Printing...** and select **Printer Properties**



- 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).