Pfeiffer University Copiers
How to Change Print Features

SHARP BUSINESS SYSTEMS

Pfeiffer
UNIVERSITY

Service Requests and Supplies

For technical support, get in touch with the Help Desk at 704-463-3002 or email them at **techsupport@pfeiffer.edu**. In addition, access to your support request and frequently asked questions can be found at **https://techsupport.pfeiffer.edu**.

Printer Preferences

Print Queues

Print-BW-1S on pcprint

Print-BW-2S on pcprint

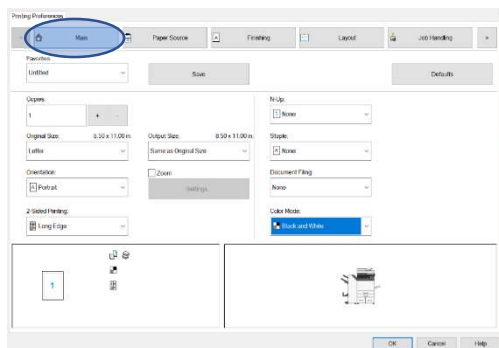Print-Color-1S on pcprint

Print-Color-2S on pcprint

BW = Black and White Print
Color = Color Print
1S = One Sided Print
2S = Two Sided Print

Printer Properties - Printing with options

Under the Main Tab

- **Save** – settings for all print features can be saved as favorite selections for different print jobs and recalled. It will be a selection under each primary tab.
- **Original Size** - Click on the drop-down box and choose what size your is original is.

- **Output Size** - Either leave same as original size or click on the drop-down box and choose another size.
- **Orientation** - Portrait or landscape (probably already done in page setup).
- **Zoom** - Check the box and click on settings and enter a copy ratio.
- **2-Sided Printing** - You can choose long edge, which reads top-to-top, or you can choose short edge, which reads top-to-bottom.
- **N-Up Printing** - This will put 2 pages on one at a 64% reduction or 4 pages at a 50% reduction. You can go up to 16 pages on one sheet. You may also repeat your page up to 16 on a one page.
- **Color Mode** – Depends on which print drive you choose.
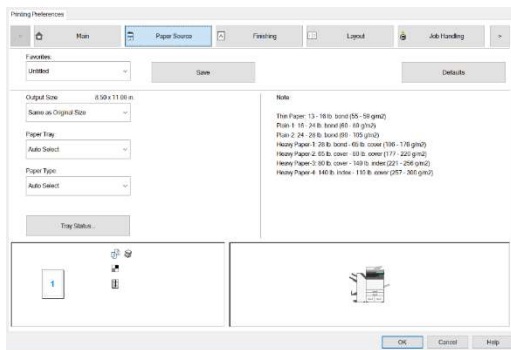

Under Paper Source Tab

- **Paper Tray** - This tells the print driver what drawer you would like your document to come out of or you can choose a drawer by clicking on the specific drawer on the picture of the copier.

- **Paper Type** - This is where you can choose the special paper you are using such as envelopes, labels, or heavy stock. Make sure the copier also says the same paper that you designate at the PC is at the copier. *They must match* for the job to print.

Under Finishing Tab
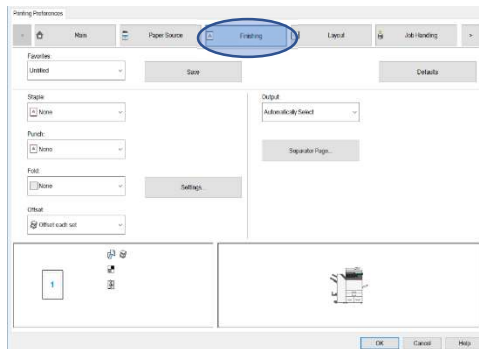
- **Staple** - Choose either 1 staple, 2 staples, staple less (up to 8 pages) or choose saddle stitch

- **Punching** (If Applicable) - Drop down and choose 3 holes for your standard 3-hole punch. Make sure left is chose for the position. If you want 2-hole punch your position must be top. You must also have Letter-R paper loaded in your machine for 2-hole punch.

- **Fold** (If Applicable) - Click on the drop down and choose half fold. You must have letter R paper loaded in your machine.

- **Offset** - Keep offset each set if you want a distinction between sets otherwise click on none.

<u>Under Layout Tab</u>
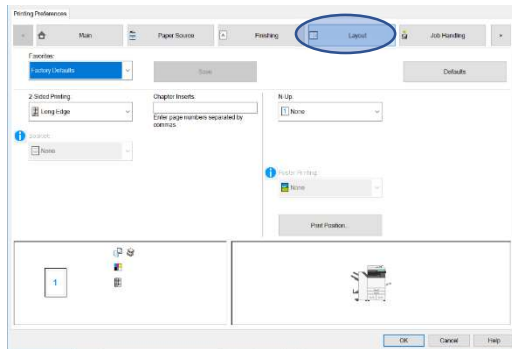
- **2-sided printing** - You can choose long edge, which reads top-to-top, or you can choose short edge, which reads top-to-bottom.

- **Booklet** - Choose standard to create a pamphlet/booklet.

- **N-Up** - Click on this if you are reducing full size sheets onto one page. This feature is also found on the main screen with more of a description.

<u>Under Stamp Tab</u> - (You must use the arrow to the right of document filing to get to this tab)
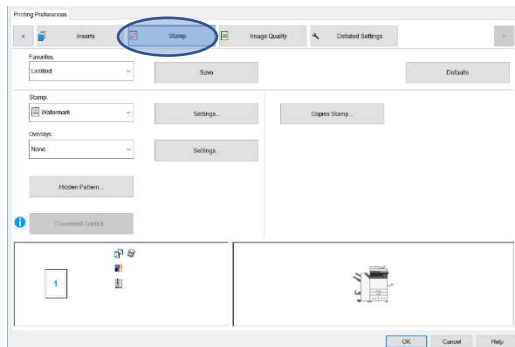
- **Stamp** - Click on watermark. Then click on watermark and click on settings and either choose a preset watermark or create your own. You may also choose image file and import a jpeg or bitmap stamp.

<u>Under Image Quality Tab</u> - (You must use the arrow to the right of document filing to get to this tab)
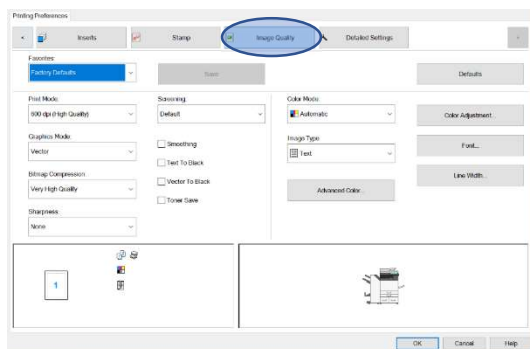
- Choose the type of document you are printing such as graphics, photo, CAD, or custom. You can choose your color mode in this screen and do some adjustments. Use your web browser to look up terms you may be unfamiliar with to see how the setting can be adjusted for best print outcomes.