Printer settings

You can change printer settings to enable you to:

1. [Add staples or hole punch](#)
2. [Print on custom paper including letterheads](#)
3. [Print colour or black and white](#)
4. [Print single or double-sided](#).

1. Add staples or hole punch

1   From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.
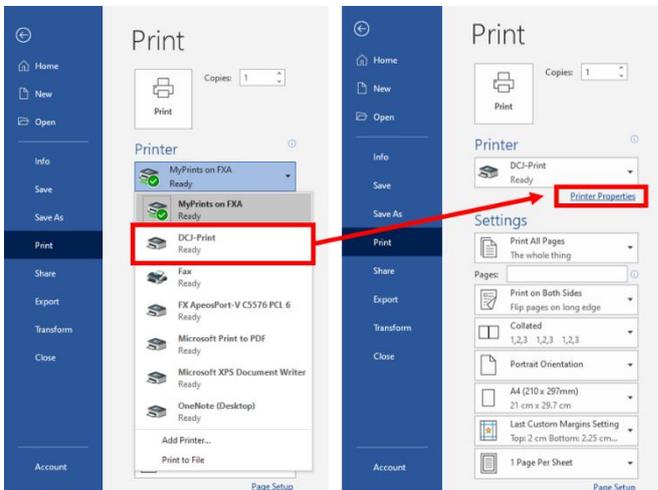
2   To add staples or hole punch to your print job, select the **Select Finishing** drop down and then select the best staple or hole punch option for your print job.
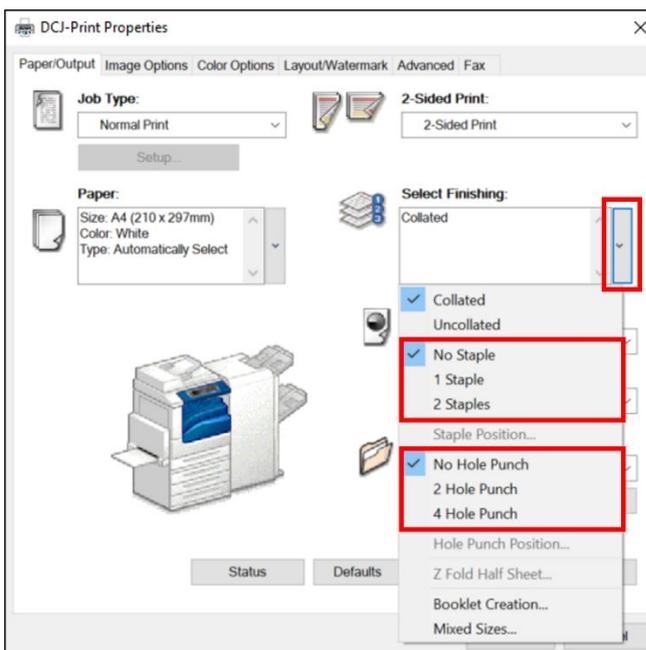
2. Print on custom paper

1 From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.
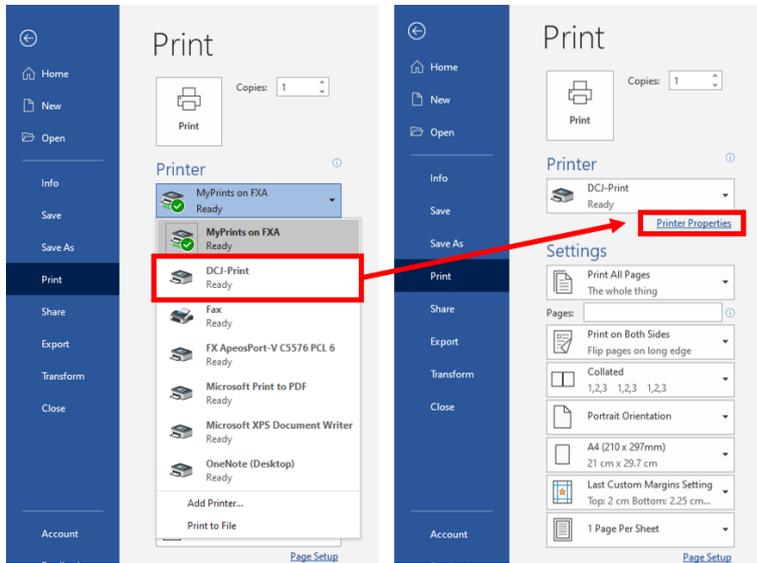
2 To print on custom paper, you will need to use the bypass tray. Select the **Paper** drop down and then **Advanced Paper Selection ...**
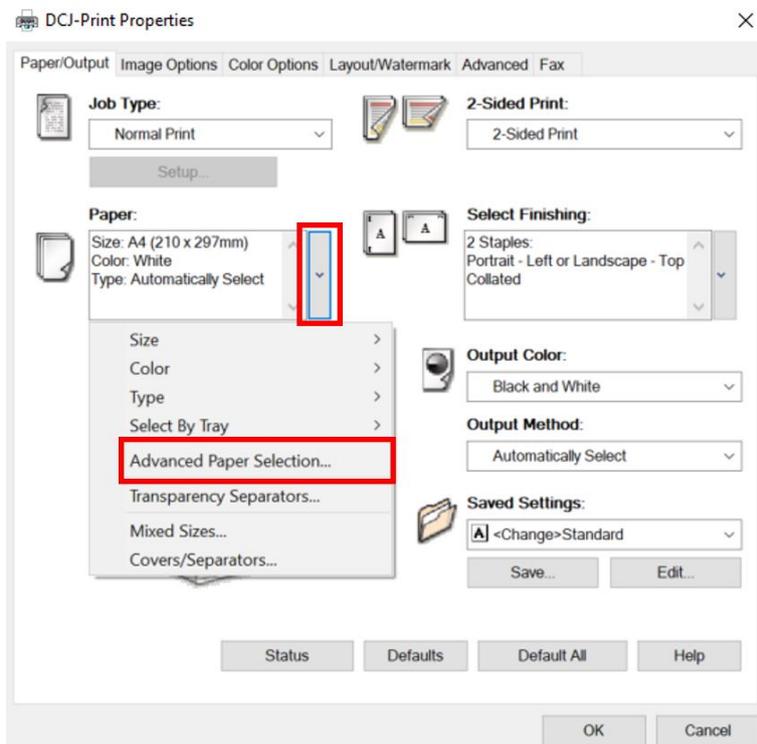
3 From the Advanced Paper Selection window, select the **Paper Tray** drop down and **Tray 5 (Bypass)**.
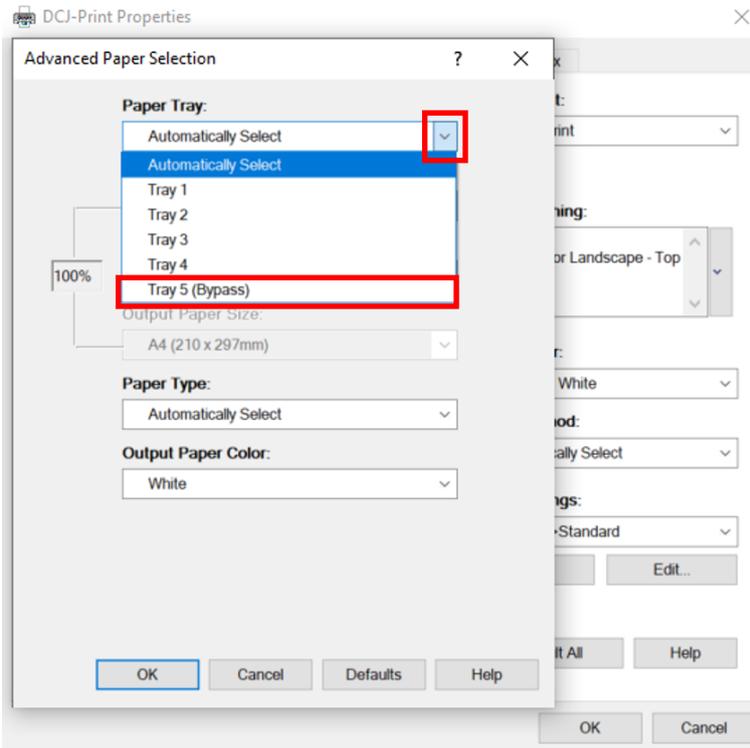
4 Choose the **paper type**, **output colour** and **orientation**. Select **OK**.
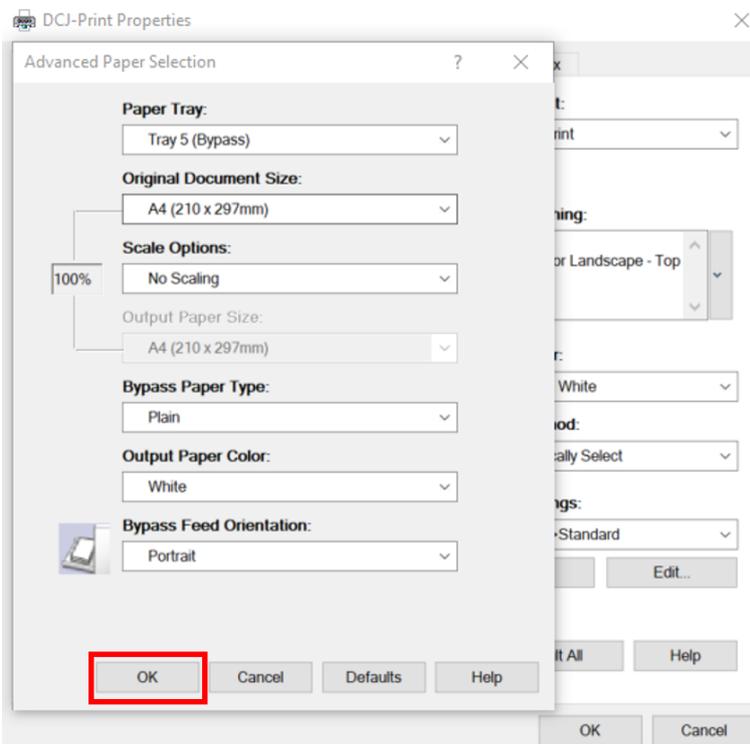
5 At any printer, you will need to add your custom paper to **Tray 5** before printing.

3. Print colour or black and white

1   From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.
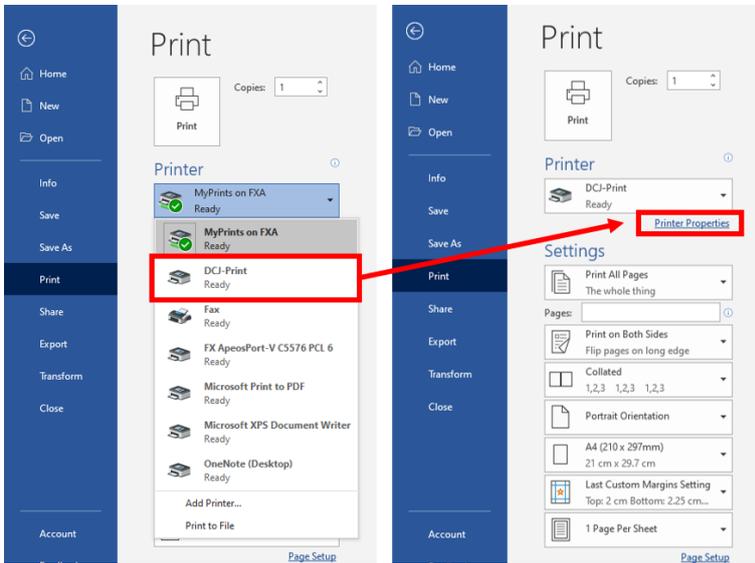
2   To change whether the print job is colour or black and white, select the **Output Colour drop down** and then either **Colour** or **Black and White**.
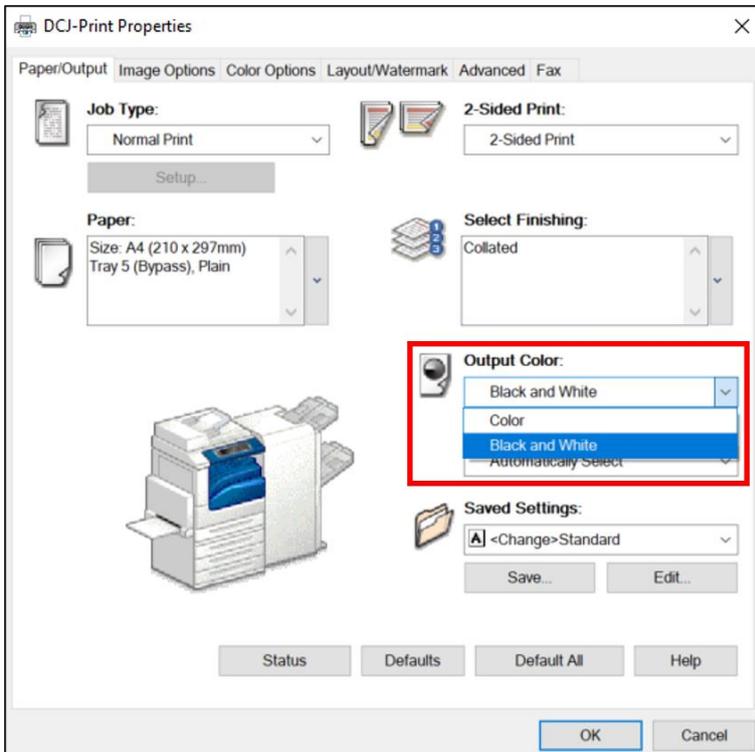
4. Print double or single-sided

1   From the **print menu** on any of your applications, select **DCJ print** as the printer and then **Printer Properties**.
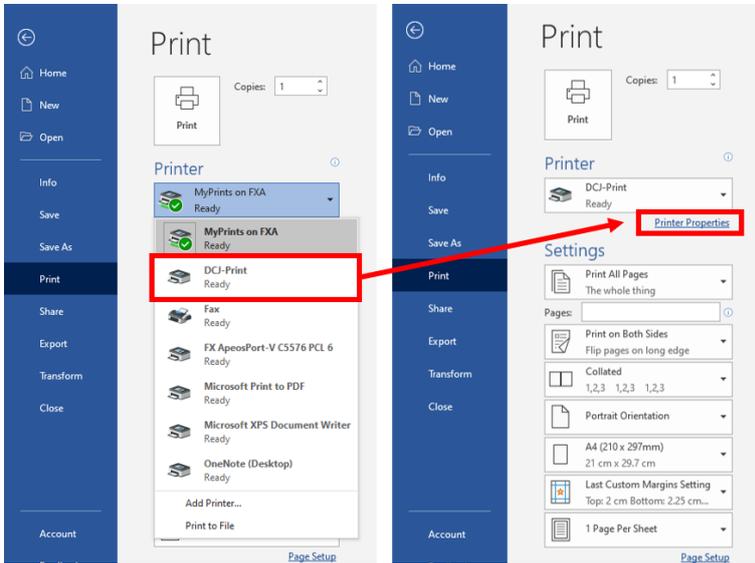
2   To choose whether the print job is single or double sided, select the **2-Sided Print drop down** and select either 1-Side Print, 2-Sided Print or 2-Sided, Flip on Short Edge.