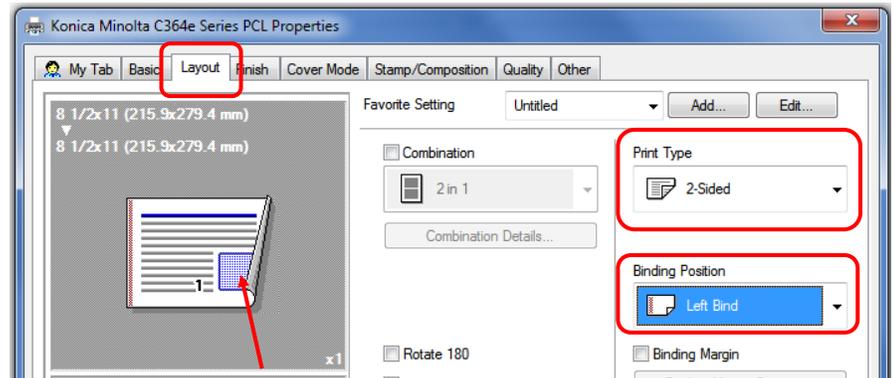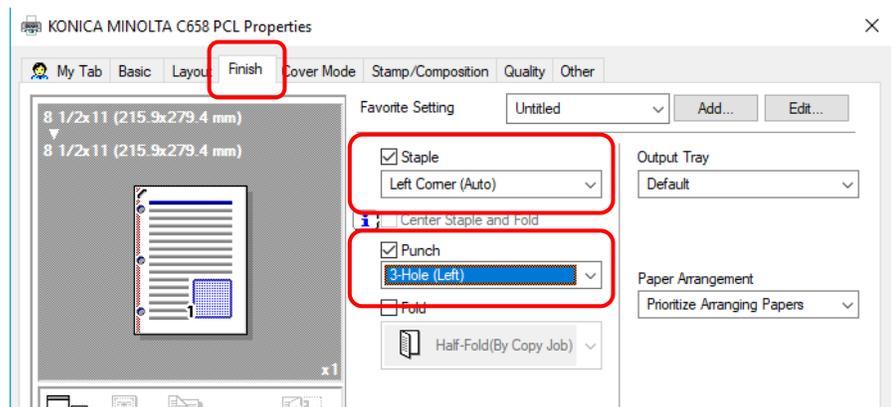|	
KONICA MINOLTA	# Printing Basics—PC
Make & Models:	Konica Minolta bizhub: INFO-Palette Series copiers (model numbers ending in 4, 4e, 7, 8 & 9).
What's It Do?	Below are the steps to use for double-sided printing, stapling and hole-punching. Note that stapling and hole punching require the optional finishing options to be installed on the device.

Double Sided Printing

Note that this is often the default setting, but not always.

1. Click **File, Print,** then **Properties** to open the print dialogue box.

2. **Layout** tab: from the **Print Type** menu select **2-Sided** printing.

3. If desired, select the **Binding Position** (back side flipping direction). If your document is in Portrait, the default setting to flip along the left edge like a book. If your document is in Landscape, the default setting to flip along the top edge like a calendar. The generic preview on the left side of your screen shows you what option you have selected.

4. Select any other print setting you desire and click Print to send the job to the printer.

Stapling And/Or Hole Punching

1. Click **File, Print,** the **Properties** to open the print dialogue box.

2. **Finish** tab: Check the box for **Staple** and select **Left Corner** or **2-Position.**

3. Check the box for **Punch** and select **2-Hole** or **3-Hole**.

4. Select any other settings you desire and click **Print** to send the job to the printer.

Staple Limit: 50 sheets of regular weight paper. Up to Thick 2 paper can be stapled, though this lessens the staple capacity.

Hole Punch Limit: No limit to the number of sheets since the device punches each sheet as it passes through the device.

	# Tips & Tricks

♦ If you use these settings often you can set up a preset to show up in the **Favourite Setting** menu at the top of every tab. See the cheat sheet called **Saving Print Presets** for instructions on how to program presets.