

# Chatbook Printing Instructions



Print 8 sheets of paper

Destination: EDUVIRPRN on edupri...

Pages: All

Copies: 1

Color: Color

More settings

Print 8 sheets of paper

More settings

Paper size: Letter (8.5" x 11")

Pages per sheet: 1

Quality: 600 dpi

Scale: Fit to printable area

Two-sided:  Print on both sides  
 Flip on long edge

Print using system dialog... (Ctrl+Shift+P)

Print

General

Select Printer

- Canon MG2100 series Printer
- EDUVIRTPRN on eduprintsv01
- Microsoft Print to PDF

Preferences

Find Printer...

Status: Ready

Location: Release Jobs On Any Ricoh

Comment: Virtual Follow Me Printer For EDU Domain

Page Range

All

Selection

Current Page

Pages: 1-16

Number of copies: 1

Collate

Enter page numbers and/or page ranges separated by commas. For example, 1,5-12

Print Cancel Apply

Printing Preferences

One Click Presets: Basic Input/Output Finishing Layout/Edit Text/Watermark Image Quality Others

Current Setting

Job Type: Normal Print

Document Size: Letter (8.5" x 11")

Print On: Same as Original Size

Custom Paper Size...

Input Tray: Auto Tray Select

Color Mode: Color

Layout: Off

Staple: Off

Copies: (1 to 999) 1

Orientation:  Portrait  Landscape

Paper Type: Plain & Recycled

2 sided: Off

Booklet: Off

Document Size: Letter (8.5" x 11")

Print On: Same as Original Size

Custom Paper Size...

Input Tray: Auto Tray Select

Color Mode: Color

Layout: Off

Staple: Off

Document Size: Letter (8.5" x 11")

Print On: Same as Original Size

Reduce/Enlarge: Fit to Paper Size

Register Current Settings...

Settings Summary

Copies: (1 to 999) 1

Orientation:  Portrait  Landscape

Paper Type: Plain & Recycled

2 sided: Off

Booklet: Magazine

Reset All Settings

Reset Settings in This Tab

OK Cancel Help