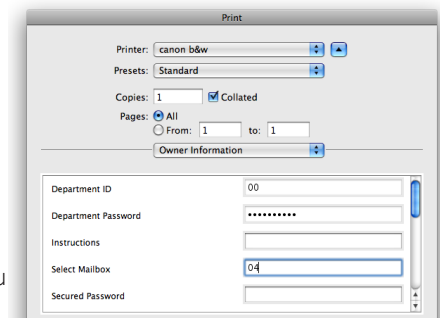


Printing Double Sided on the B/W Copier

Step 1

Enter ID and Mail Box Information.

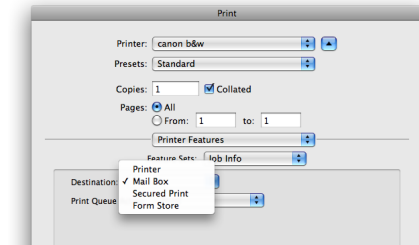
- From the **Settings** pull-down menu, select **Fiery Job Notes** (on PowerPC Macs) or **Owner Information** (on Intel Macs).
- Fill in **Department ID** and **Department Password** with your ID number.
Fill in **Select Mailbox** with a number between 00 and 99. Remember this number!
(Scroll down) Fill in **File Name (for Mail Box)** with a name that you will recognize.



Step 2

Send Your File to a Mail Box.

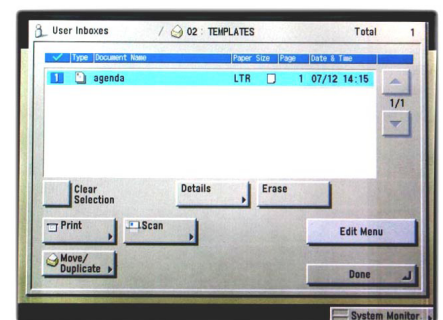
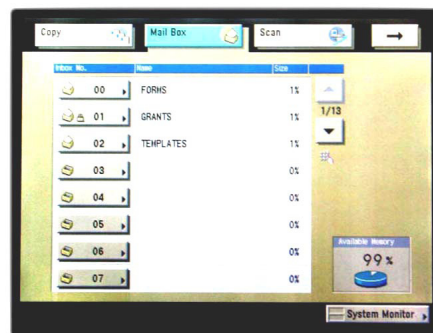
- From the **Settings** pull-down menu, select **Printer Features**.
- From the **Feature Sets** pull-down menu, select **Job Info**.
- From the **Destination** pull-down menu, select **Mail Box**.
- Click **Print**.



Step 3

Retrieve the document on the B/W Copier

- Insert your copy card.
- Choose **Mail Box** from the options at the top of the screen.
- Select the Mail Box you chose earlier.
- Select the document you sent to the printer.
- Touch **Print**.



Step 4

Print the document.

- In the dialogue box now open, select **Change Print Settings**.
- Touch **Two-sided Printing**.
- Under two-sided printing, you may choose either **Book Type** (for portrait-oriented pages) or **Calendar Type** (for landscape-oriented pages).
- Use the numeric keypad to enter the number of copies you want to make. If you are printing a large number of copies, touch **Sample Print** to print out a test before you begin the job.
- Touch **Start Print**.

