

Briggs Hall Konica Minolta 601 Copiers

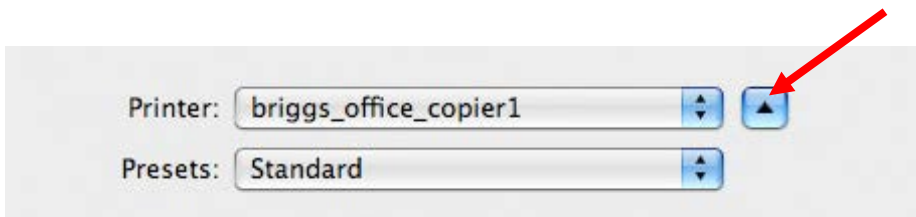
Mac Users

Follow the steps below to set and save two helpful duplex print options, and these options will then become available to you for quick future use via the “**Presets**” menu.

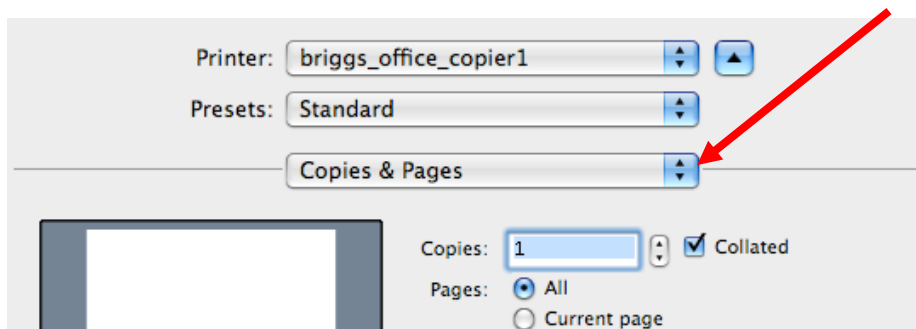
Duplex

To set duplex as a print option Preset:

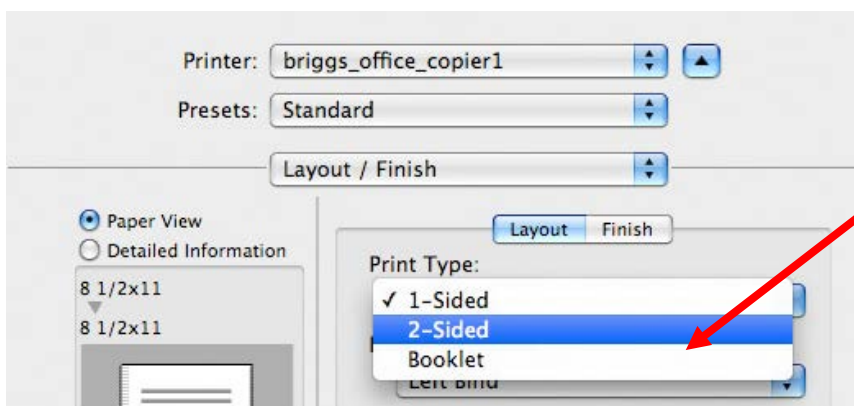
1. Open a Microsoft Word document
2. Go to **File - Print**
3. Click on the **Printer** drop-down menu and select **briggs_office_copier1**
4. Then, click on the Expanded View drop-down icon next to the printer name



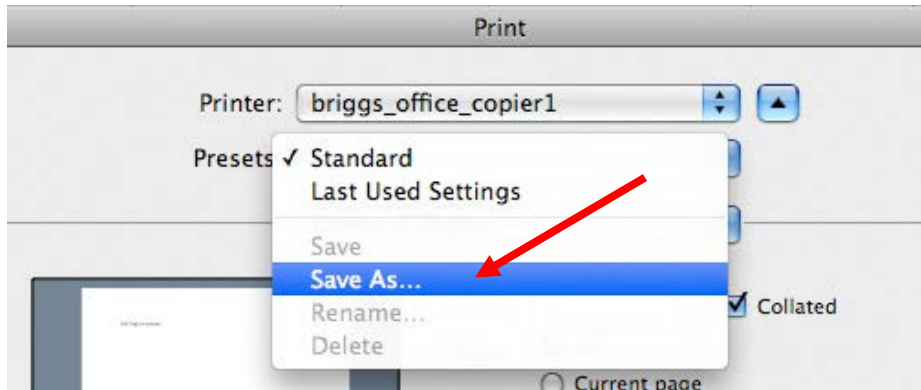
5. Click on the **Copies & Pages** drop-down menu and choose **Layout / Finish**



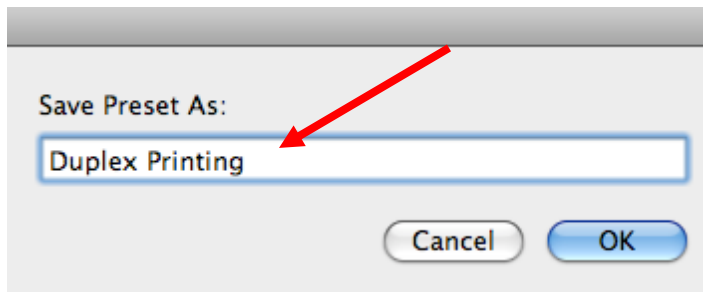
6. Click on the **Print Type** drop-down menu and choose **2-Sided**



7. Click on the **Presets** drop-down menu and choose **Save As**



8. In the window that appears, name the preset **Duplex Printing** and click **OK**



9. Choose All Printers
10. Click **Print** to perform the action

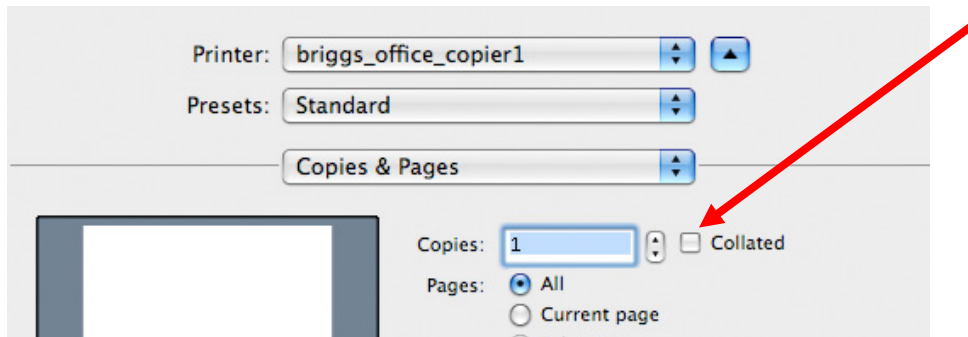
To utilize this Preset in the future:

1. Open a document
2. Go to **File - Print**
3. Click on the **Printer** drop-down menu and select **briggs_office_copier1**
4. Click on the **Presets** drop-down menu and select **Duplex Printing**
5. Click **Print** to perform the action

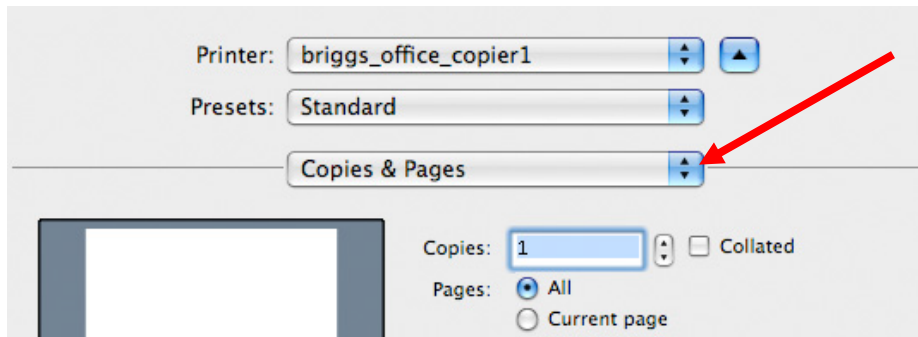
Duplex, Staple and Collate

To set duplex, staple and collate as a simultaneous print option Preset:

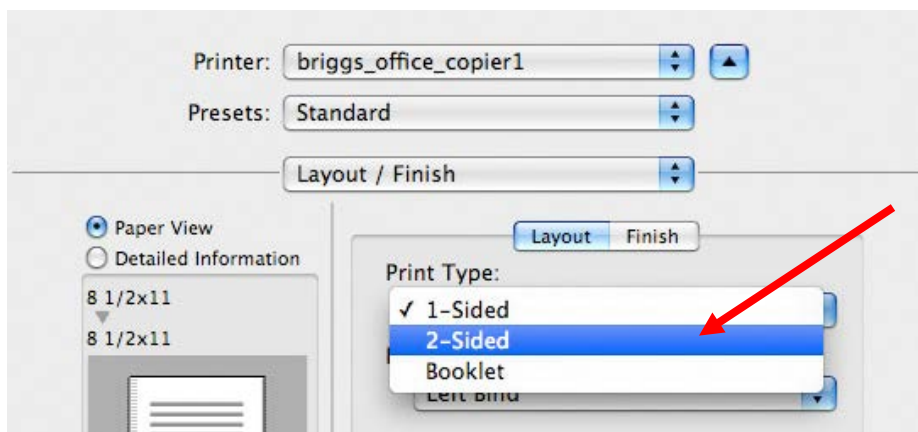
1. Open a Microsoft Word document
2. Go to **File - Print**
3. Click on the **Printer** drop-down menu and select **briggs_office_copier1**
4. Then click on the Expanded View drop-down icon next to the printer name
5. Uncheck **Collated**



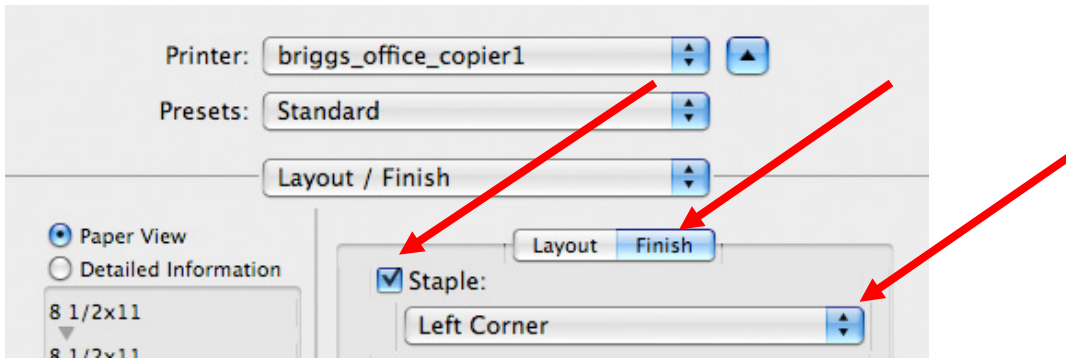
6. Click on the **Copies & Pages** drop-down menu and choose **Layout / Finish**



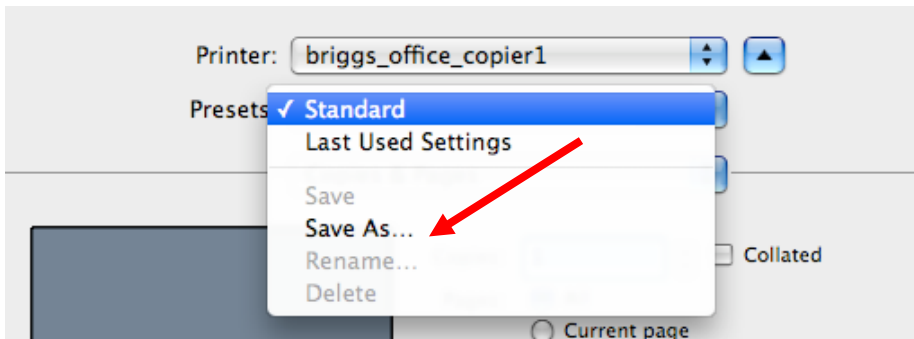
7. Click on the **Print Type** drop-down menu and choose **2-Sided**



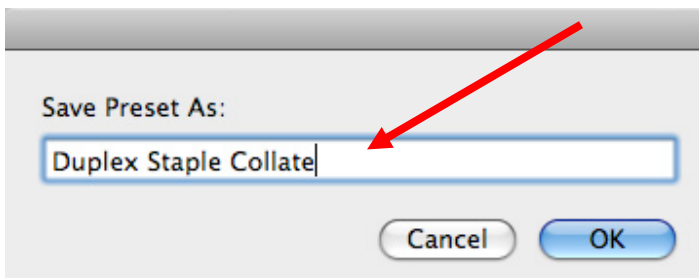
8. Click on the **Finish** Tab and check the box next to **Staple**; Then choose your preferred staple location on the page (such as **Left Corner**)



9. Click on the **Presets** drop-down menu and choose **Save As**



10. In the window that appears, name the preset **Duplex Staple Collate** and click **OK**



11. Choose All Printers
12. Click **Print** to perform the action

To utilize this Preset in the future:

1. Open a document
2. Go to **File - Print**
3. Click on the **Printer** drop-down menu and select **briggs_office_copier1**
4. Click on the **Presets** drop-down menu and select **Duplex Staple Collate**
5. Click **Print** to perform the action