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

Double Sided Printing

*Note: Often 2-Sided is the default setting, but not always.

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

2. Under **All Tab**, **Layout**: from the Print Type menu select 2-Sided printing (if not already selected).

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

4. Select any other print setting you desire and click Print to send the job to the printer.
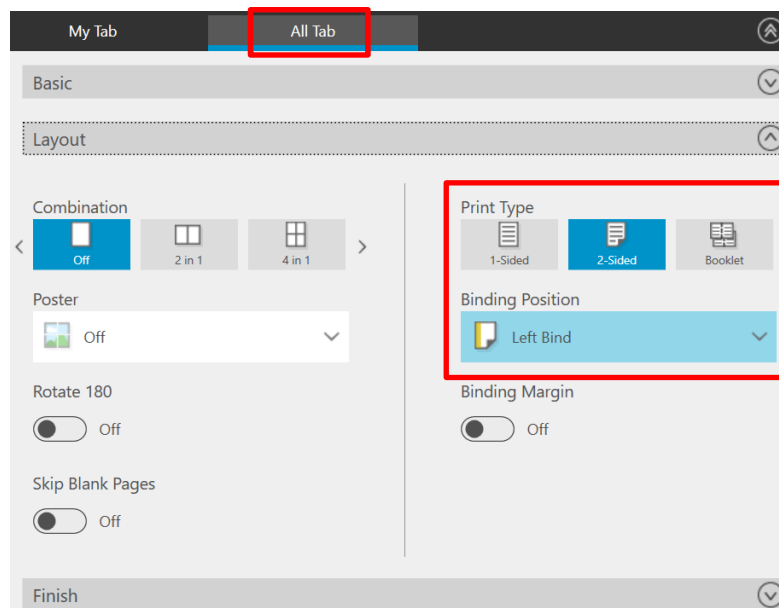
Stapling And/Or Hole Punching

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

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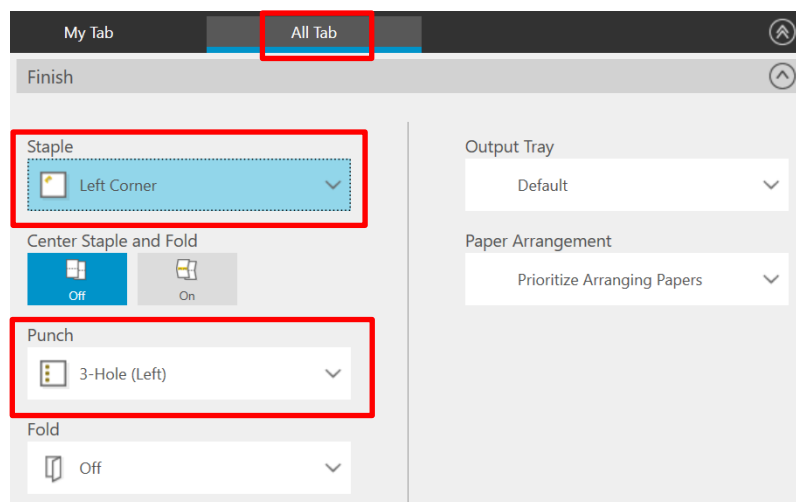
Staple Limit: **50 sheets** of regular weight paper. Up to Thick 2 paper can be stapled, though this lessens the staple capacity.

Hole Punch Limit: **No limit** to the number of sheets hole punched, since the device punches each sheet individually.

Tips & Tricks

♦ If you use these settings often you can set up a preset to show up in the Favourite Setting in the bottom left corner of the print driver. See the "cheat sheet" on Saving Print Presets for instructions on how to program presets.