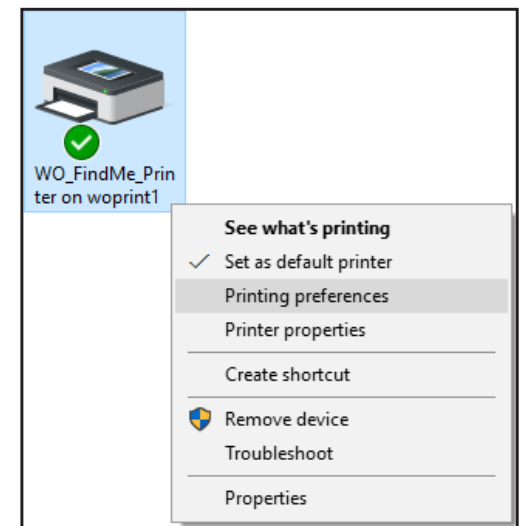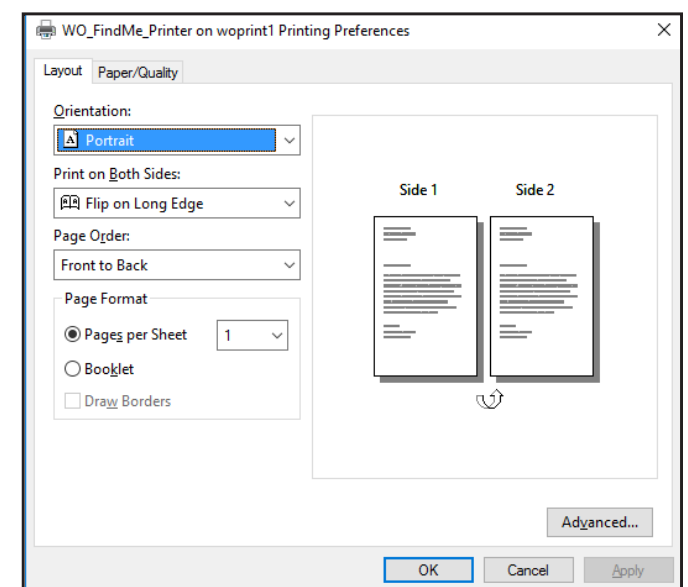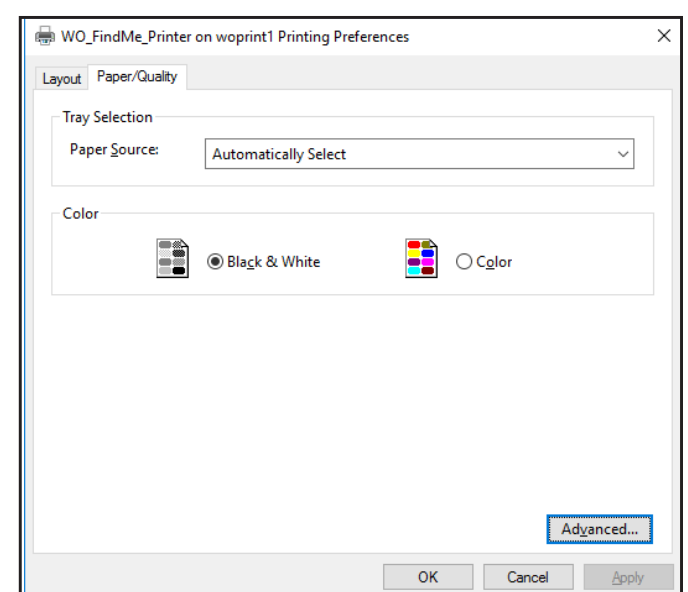# Duplex, Staple, and Colour

1. Open **Control Panel** and navigate to: **Devices and Printers**. **Right-click** on **the printer you want to use**, and select **Printing preferences**.

2. The **Layout** tab controls **duplex**.

3. The **Paper/Quality** tab controls **greyscale/colour** options.

4. The **Advanced** button allows you to enable **stapling** functionality where available.

   *Not all printers have the staple function. Please see the list of printers that do at: algonquincollege.com/student-print/employees.*