Single Sided printing/ Color Printing

**Step 1:** After selecting print, click on properties

![Print settings screenshot](image1)

**Step 2:** Select Finishing tab, uncheck “Print On Both Sides” to print one sided page (Note: default is duplex)

![Print settings screenshot](image2)
**How to Print Color**

Click on properties, select color tab. Uncheck “Print In Grayscale”