

# Print-Setting Procedures (Office2019)

## Double-sided Printing, Monochrome, A4 size(Default Setting)

Click [ファイル] of menu bar.

Then click [印刷] to open the print-setting menu.

Choose the printer which you want to print out at the

[プリンター] tab. Printable printer depends on your location.

Click the icon of 印刷 to start printing.

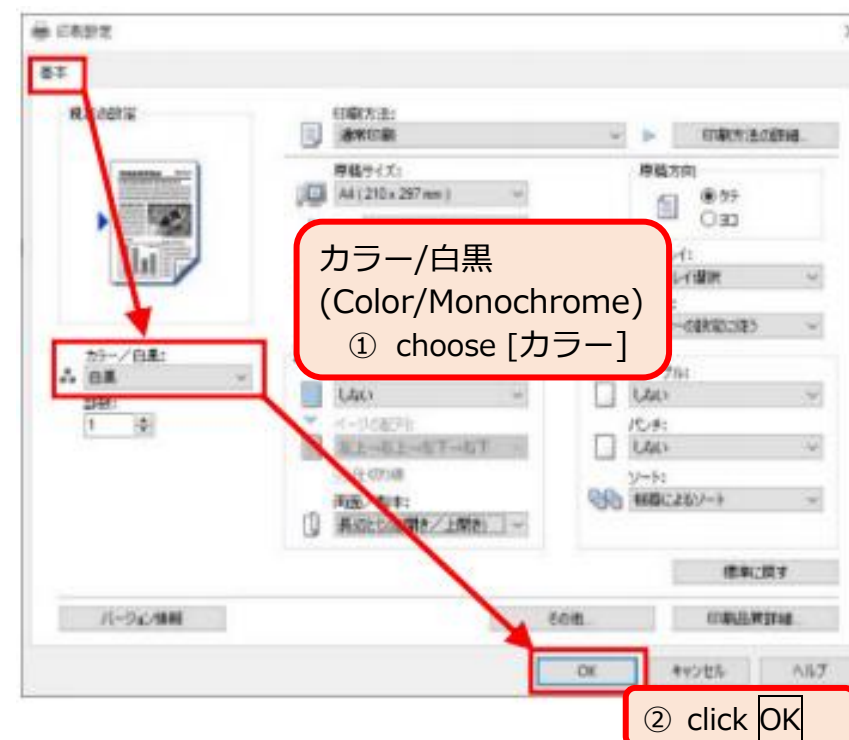


If you want simplex printing or color print or A3 size, click プリンターのプロパティ for setting up.

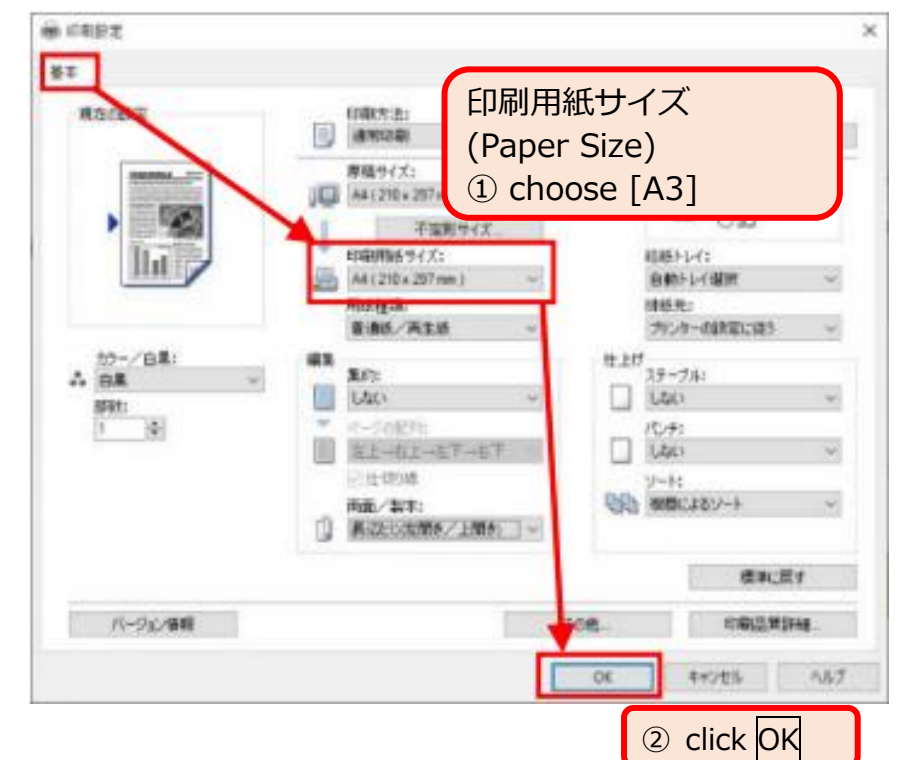
### Simplex Printing



### Color Print



### A3 Print



# Print-Setting Procedures (Microsoft Edge)

## Double-sided Printing, Monochrome, A4 size(Default Setting)

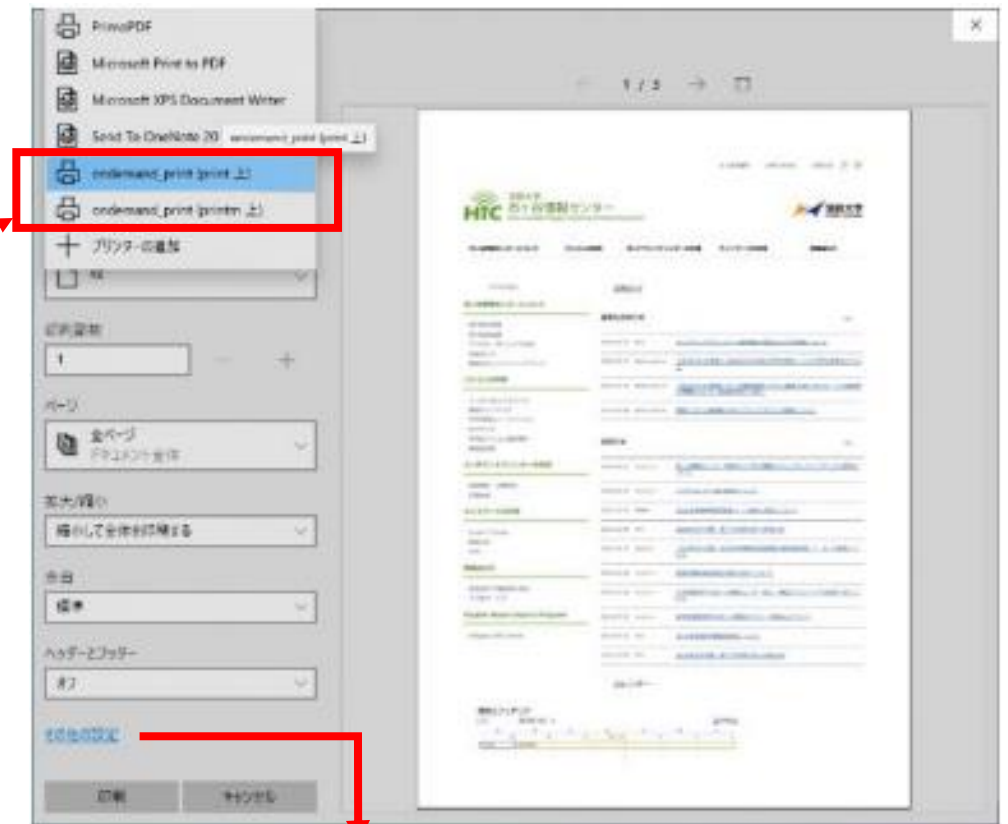
Click the icon of [⋮] on the upper-right side to find [印刷](=printing) menu.

① Choose On-demand Printer which is corresponding to the place you are.

- When you are in 「Joho Cafeteria 2」 . . . 「ondemand\_print(printm 上)」
- When you are in other places . . . 「ondemand\_print (print 上)」

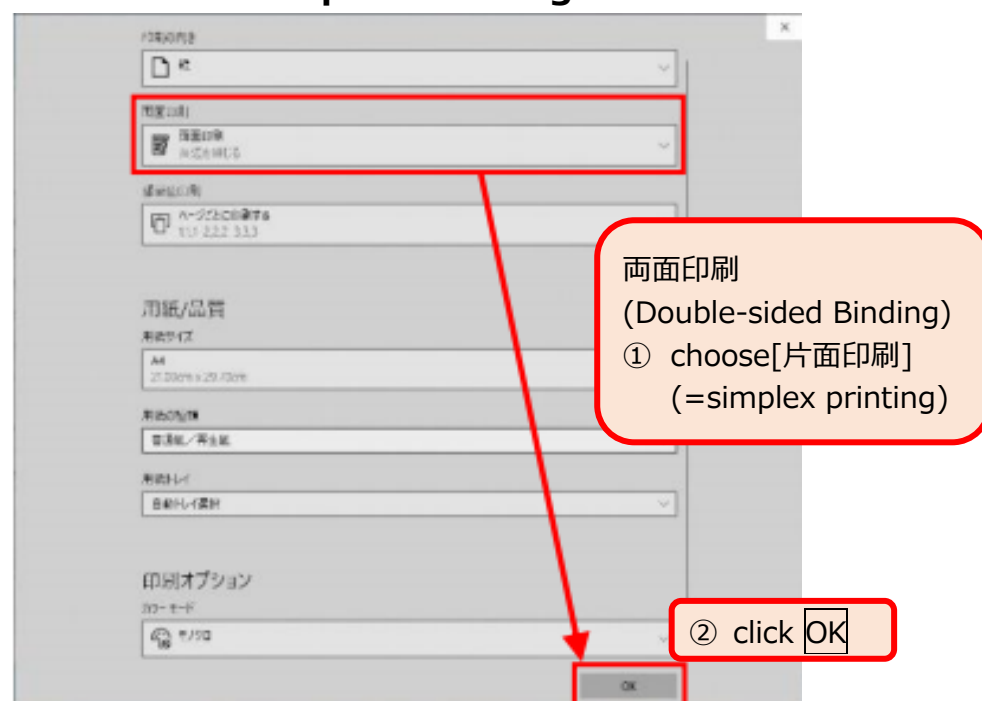
★The default setting of all On-demand Printers is [Double-sided Printing, Monochrome, A4 size].

②If you don't need any setting changes, please click [印刷](=print) to start printing directly.

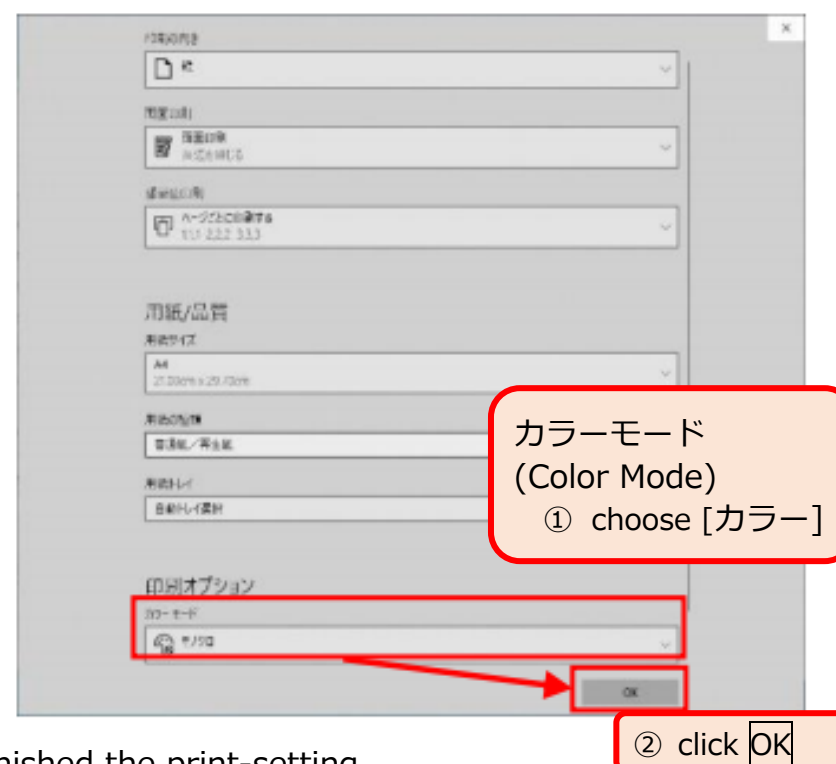


If you want simplex printing or color print or A3 size, click **その他の設定(=Other Settings)** for setting up.

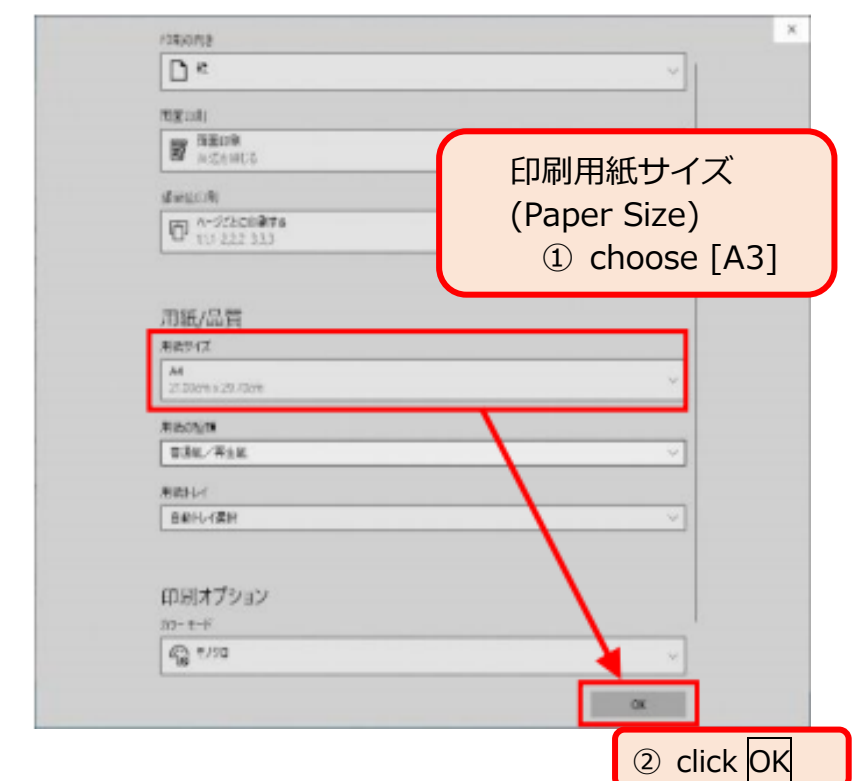
### Simplex Printing



### Color Print



### A3 Print



Back to [印刷] menu and click the icon of [印刷] after you finished the print-setting.

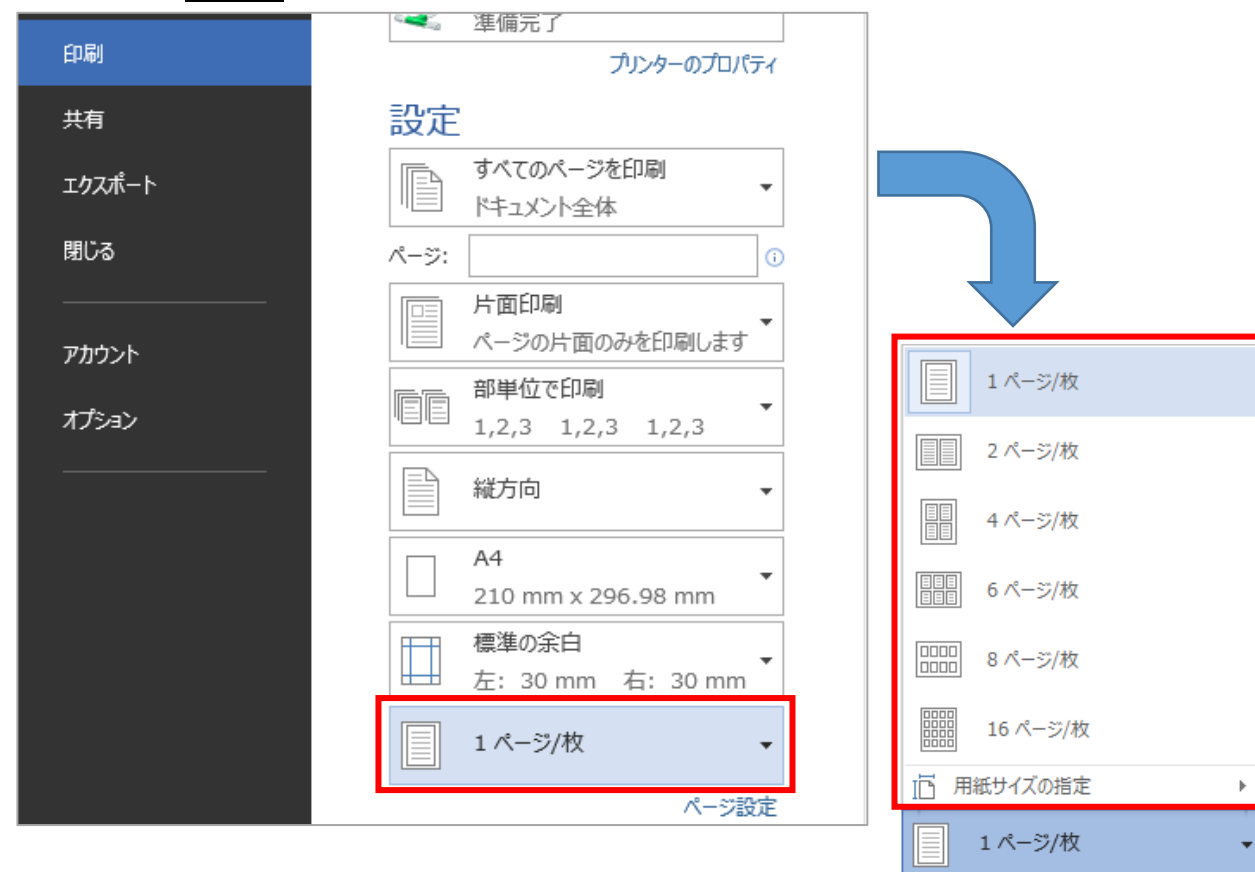
# To Print Multiple Pages on One Sheet

## Word2019

- ① Open [ファイル] of menu bar, and click [印刷].



- ② Click [1 ページ/枚] and choose the pattern(2-up, 4-up,etc.) you want to print.  
③ Then click [印刷].



## PowerPoint2019

- ① Open [ファイル] of menu bar, and click [印刷].



- ② Click [フルページサイズのスライド], and choose the pattern (2-up, 4-up, etc.) you want to print.  
③ Then click [印刷].

