



Entering the Admin Setup Menu

1. Press the ENTER key (7) to enter Printer Setup mode. Display panel (2) shows a list of menu options.
2. Press either the UP or DOWN key (3) to cycle through the menus until [Admin Setup]
3. Press the ENTER key to begin to log in to the Admin Setup menu.
4. Enter the Administrator password (default is *aaaaa*) – use the UP/DOWN keys to cycle through the alphabet, press ENTER to accept the character currently displayed and move on to the next digit. Press ENTER again after accepting the last character to enter the password.

Now you have gained access to the Admin Setup menu you can use the UP and DOWN keys to cycle through the various settings.

Press either key repeatedly until the menu panel displays [Print Setup] then press ENTER to enter the print setup menu.

Again, you can use UP and DOWN to cycle through the entries. Press either key repeatedly until you reach [Duplex] then press enter.

The Menu panel will display [Duplex – ON – OFF], with an asterisk (*) next to the currently selected option. To change the setting, press UP or DOWN to highlight the option required then press ENTER.

Ensure the asterisk is showing against the required option then press BACK to go back to the [Print Setup] Menu.

Press down to access the next setting, [Binding] then press ENTER. Here you can select either [Long Edge] or [Short Edge] as the default setting for binding in duplex printing. Ensure the correct option is selected then press BACK repeatedly until the printer returns to the [Ready] state.

You are now ready to begin printing documents in Duplex!