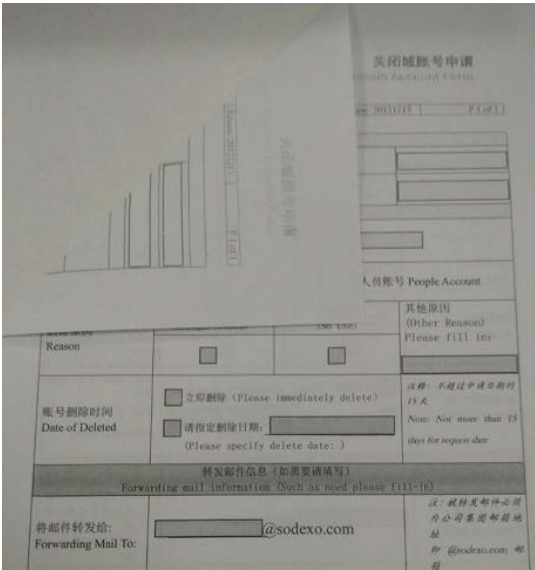


HOW TO COPY/PRINT WITH 1-SIDED/2-SIDED

The both-sides option enabled by default as environment protection.
Let's talk about how to change those settings when your needed.

Demo:



关闭账户申请表
Close Account Form

Release 20121213 P.1 of 1

账户类型
Type

营运点账户 Site Account 人员账户 People Account

删除原因
Reason

员工离职/营运点关闭 (Resign/Closed) 不再使用 (No Use) 其他原因 (Other Reason) Please fill in:

账号删除时间
Date of Deleted

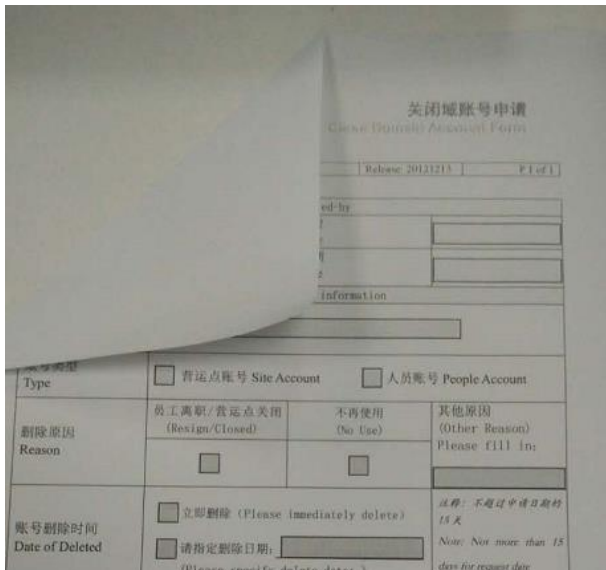
立即删除 (Please immediately delete) 请指定删除日期: (Please specify delete date:)

注: 不超过申请日期的 15 天
Note: Not more than 15 days for request date.

转发邮件信息 (如果需要请填写)
Forwarding mail information (Such as need, please fill in)

将邮件转发给:
Forwarding Mail To: []@sodexo.com

注: 邮件转发给公司
外公司集团邮箱地址
即 @sodexo.com 邮箱

关闭账户申请表
Close Account Form

Release 20121213 P.1 of 1

账户类型
Type

营运点账户 Site Account 人员账户 People Account

删除原因
Reason

员工离职/营运点关闭 (Resign/Closed) 不再使用 (No Use) 其他原因 (Other Reason) Please fill in:

账号删除时间
Date of Deleted

立即删除 (Please immediately delete) 请指定删除日期: (Please specify delete date:)

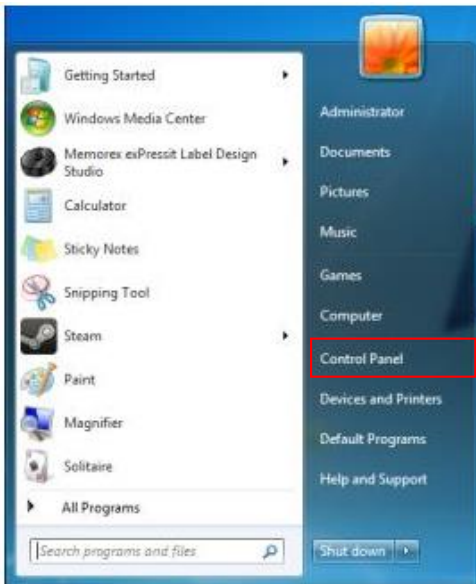
注: 不超过申请日期的 15 天
Note: Not more than 15 days for request date.

Both Sides

1 side

How to change PRINT option with 1-Sided/2-Sided

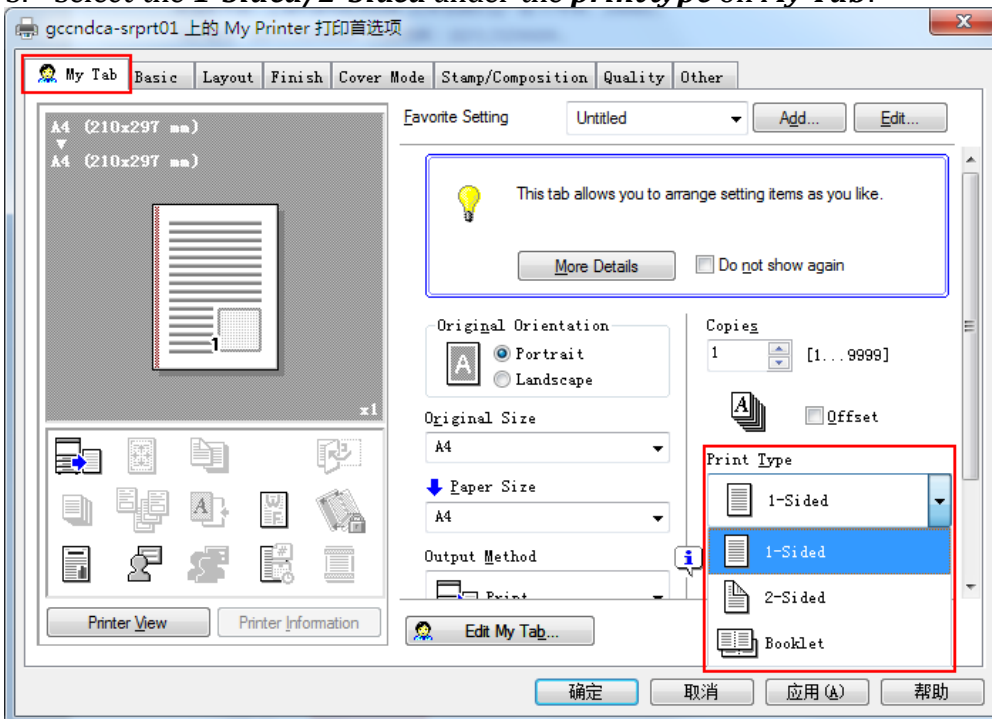
First, let me introduce the steps of how to change the settings with *My Printer*,



1. Click the *Devices and Printers* at Statup Menu
2. Select *My Printer*, and right click, select *Printing Preferences*



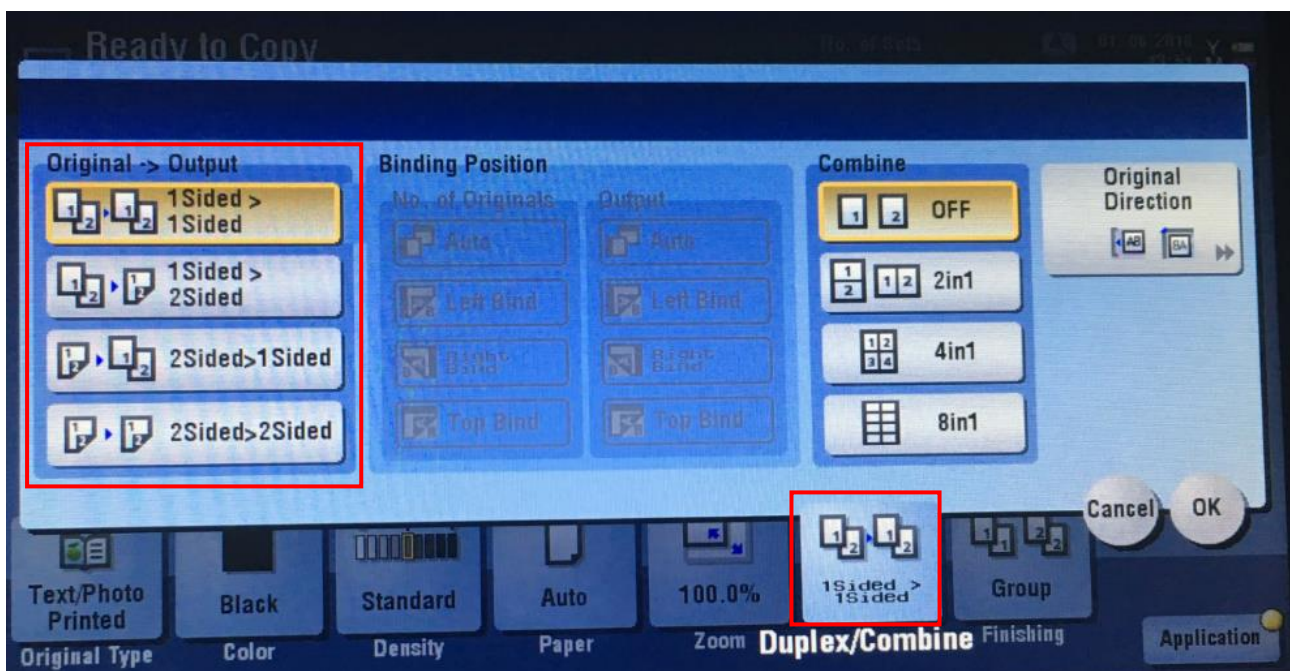
3. Select the *1-Sided/2-Sided* under the *print type* on *My Tab*.



How to change COPY option with 1-Sided/2-Sided

This section, we will talk about how to change the copy options.

1. Login printers with your employee card.
2. Click **Duplex/Combine**, and then choose options you need.



~ END ~