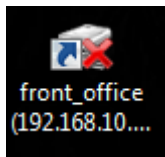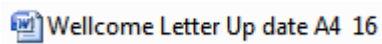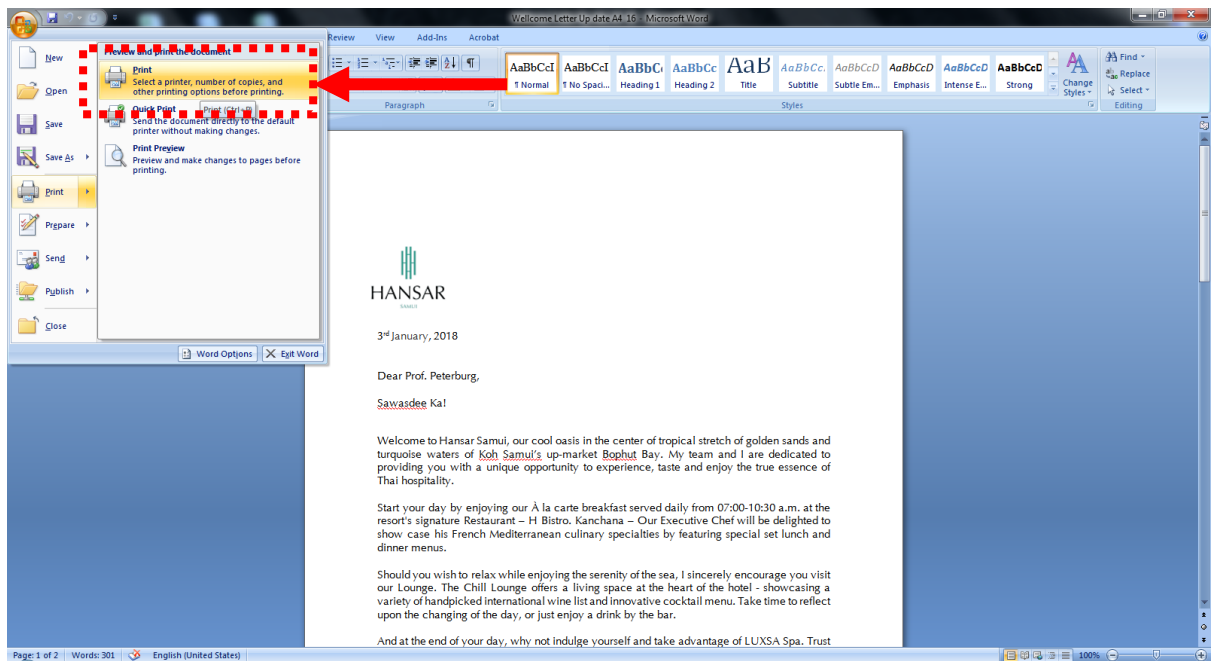# Print Welcome Letter

1. Go to Drive Share of Front_Office drive.
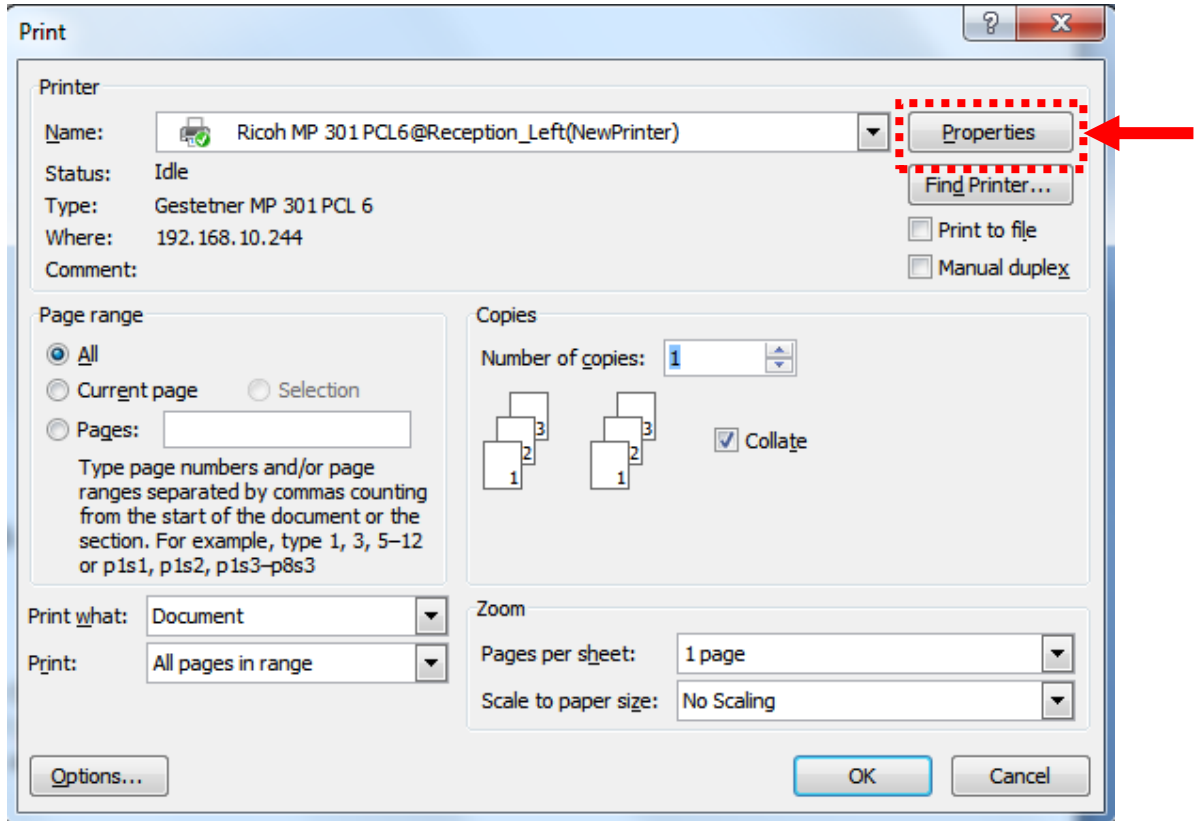

2. Double click **"Wellcome Letter Up date A4 16"** for open file.

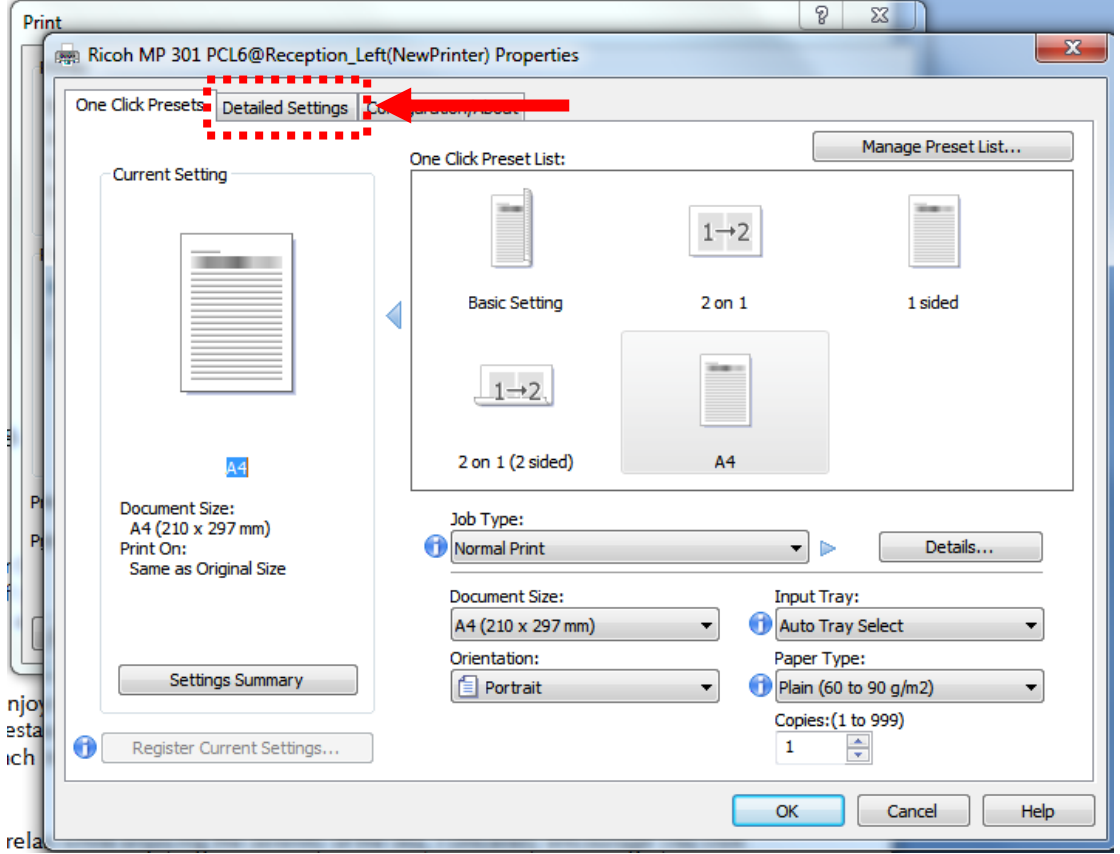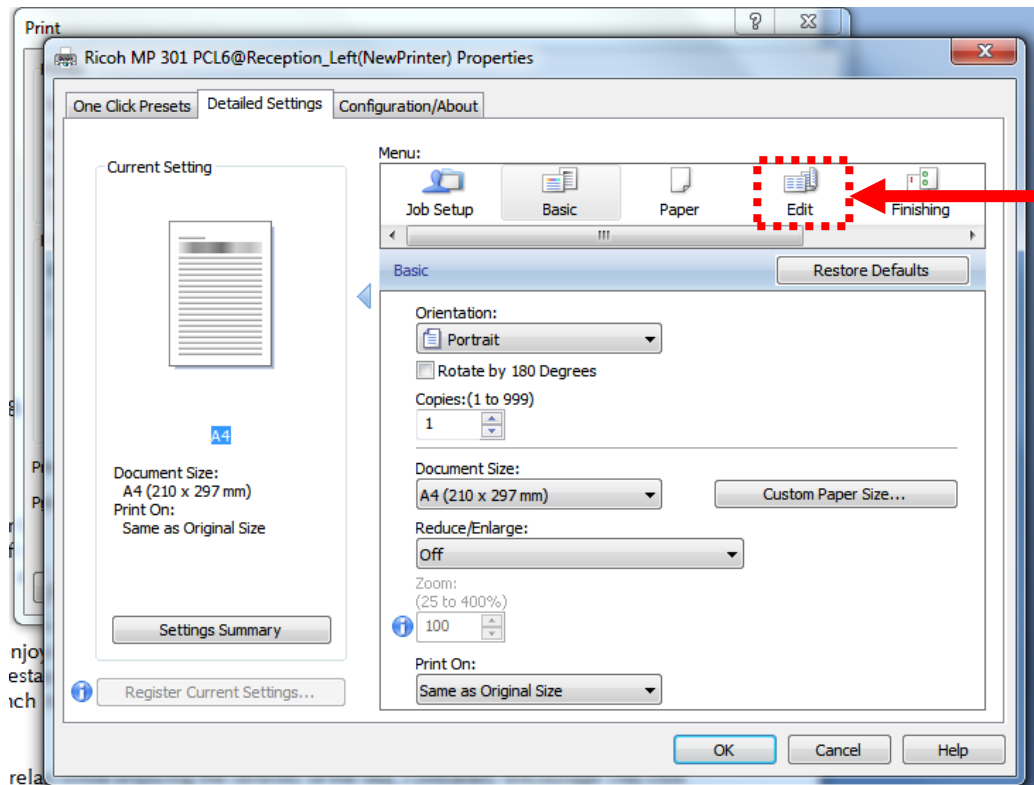
3. After that click **"Print"**.

4. After that click Properties .
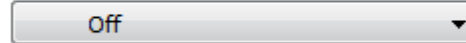

5. After that click Detailed Settings .

6. After that click **Edit**
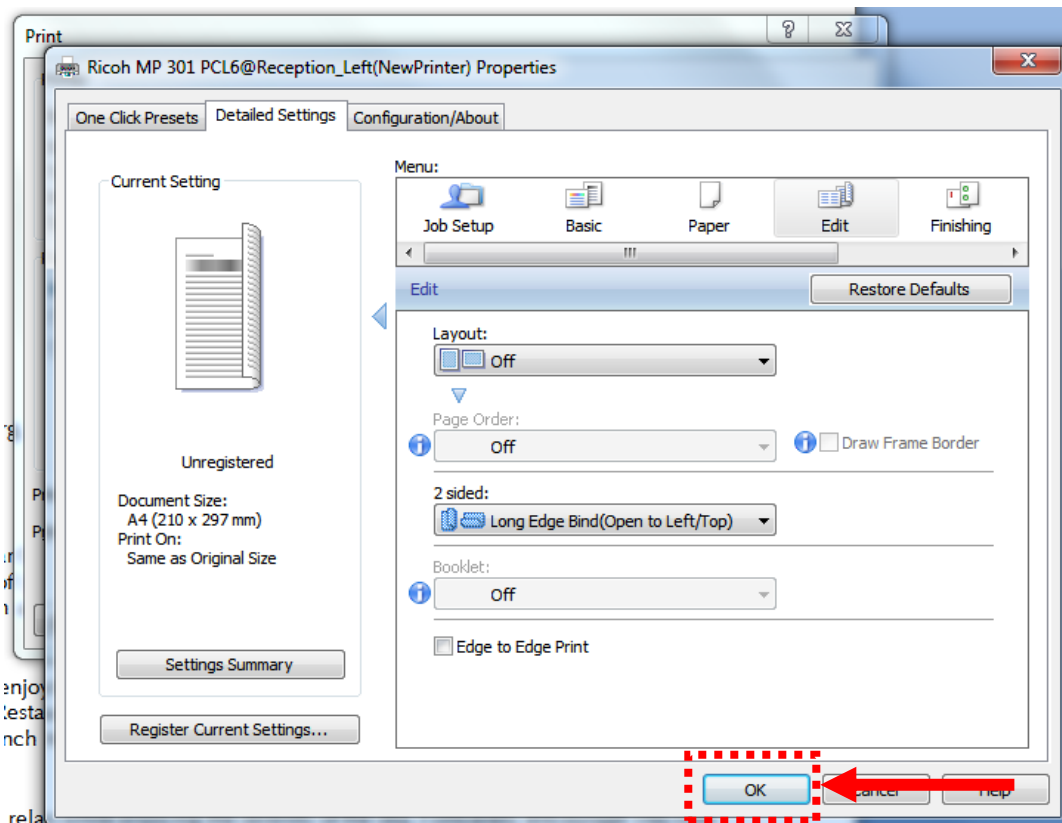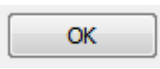

7. At the 2 slided menu.
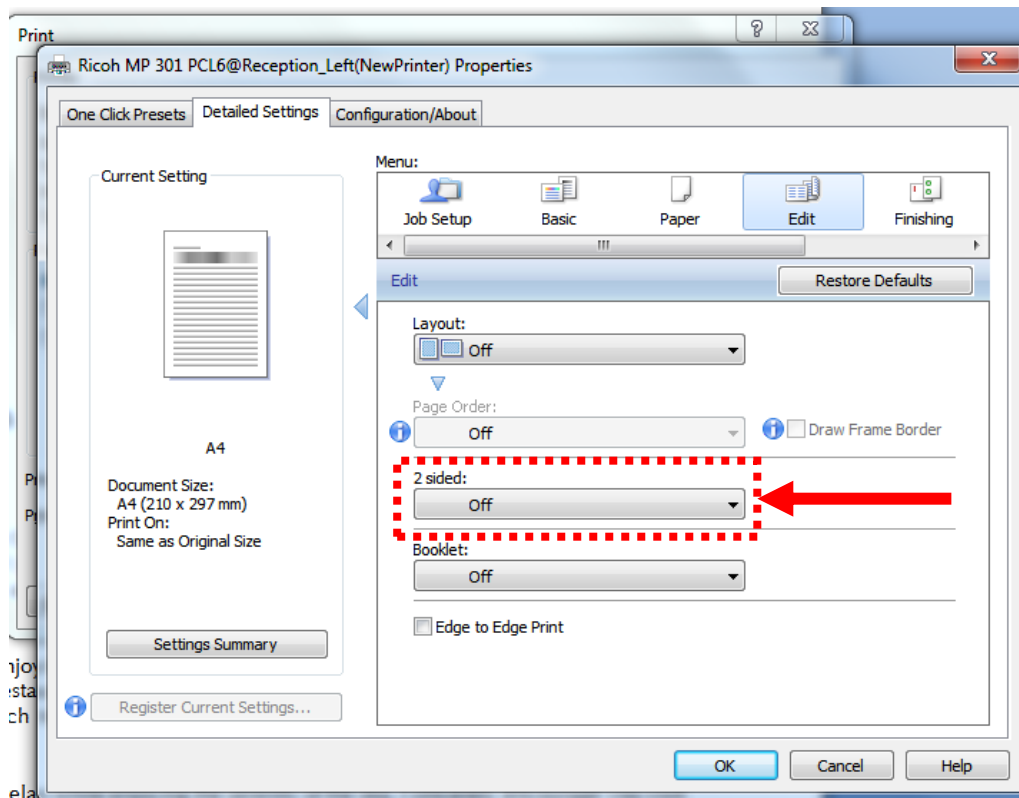
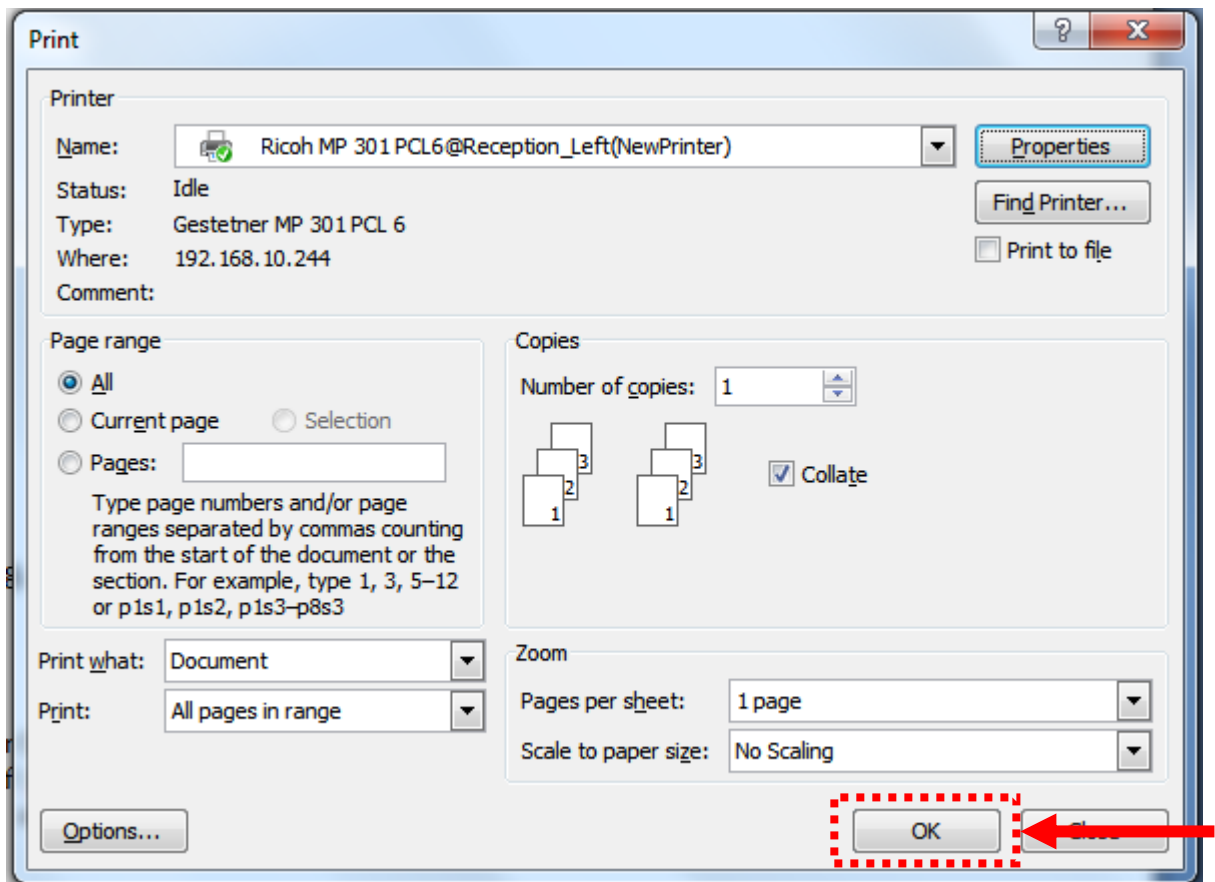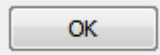8. Change from **"Off"** to **"Long Edge Bind(Open to Left/Top)"**

9. After that click [OK]

10. And then click [OK]

Print

Printer
Name: Ricoh MP 301 PCL6@Reception_Left(NewPrinter) ▾ Properties
Status: Idle Find Printer...
Type: Gestetner MP 301 PCL 6 ☐ Print to file
Where: 192.168.10.244
Comment:

Page range
◉ All
○ Current page ○ Selection
○ Pages:
Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Copies
Number of copies: 1
☑ Collate

Print what: Document ▾
Print: All pages in range ▾

Zoom
Pages per sheet: 1 page ▾
Scale to paper size: No Scaling ▾

Options... OK Close

---**Finish** ---