

## Pattern 4 Helpful Hints:

### 2 Sided Prints

(See Cover to Rehema Administrator's Notebook)

#### ♦ Intermediate

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Two sided prints may seem to be very simple, but can cause a great deal of anguish if they do not come out right. Here are a few suggestions:

- Coordinate your paper thickness on the computer with the paper thickness of the printer. Remember, if the printer thinks it is printing Thick 4 it will print slower and put more ink on the page. If you want to print more quickly, then run at Thick 2 or less.
- The printer will not flip the page if you try to print Thick 4.
- If the printer is set at Thick 4 (which prevents two sided printing) and you try to tell the printer to print two sided Thick 3 or plain, it will not because they are mis-matched in their programming. Simply check the printer prior to pressing 'print'.
- Thick paper needs to be fed through the by-pass tray. The other trays will not feed thick paper.
- Put a small stack of paper on the by-pass tray or it will load the machine down.
- Machines that have drawers which accommodate 11 x 17 or 12 x 18 WILL print that size. If your printer will not print that size, contact the service agent and have him or her reprogram the machine to meet your needs.
- I suggest always printing a test page prior to printing a bunch. Then, if the machine is not giving you the right standard of printing, you have not wasted a lot of money on ink and paper.
- Shop the discount isles for paper. Kelly paper and Expedx offer paper at discount rates.