Paper cut Printing Instruction

1) Open a web browser or an existing document

2) Click on "Print."

3) **To print duplex (double-sided):**

   Select [\\ps-pgh310-03\ps-pgh446-printer01](#) printer and click on "preference" tab.

   Select "print on both side" and then click "OK".

   To print simplex (single-sided):

   Select [\\ps-pgh310-03\ps-pgh446-printer02](#) printer

4) Click "OK" and your documents should print automatically.