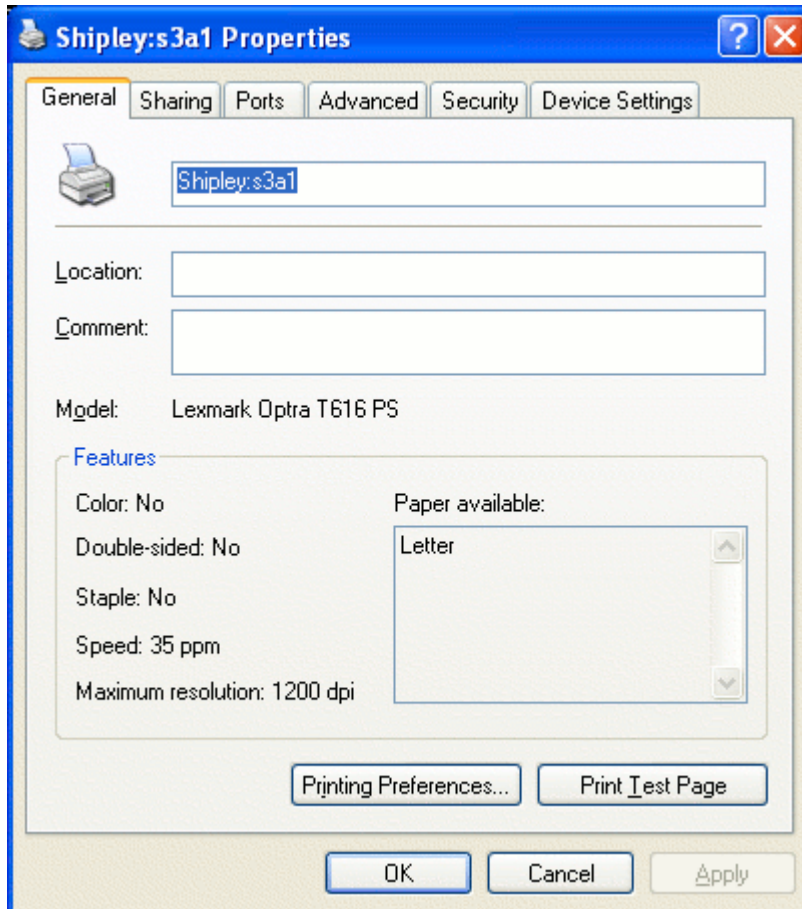


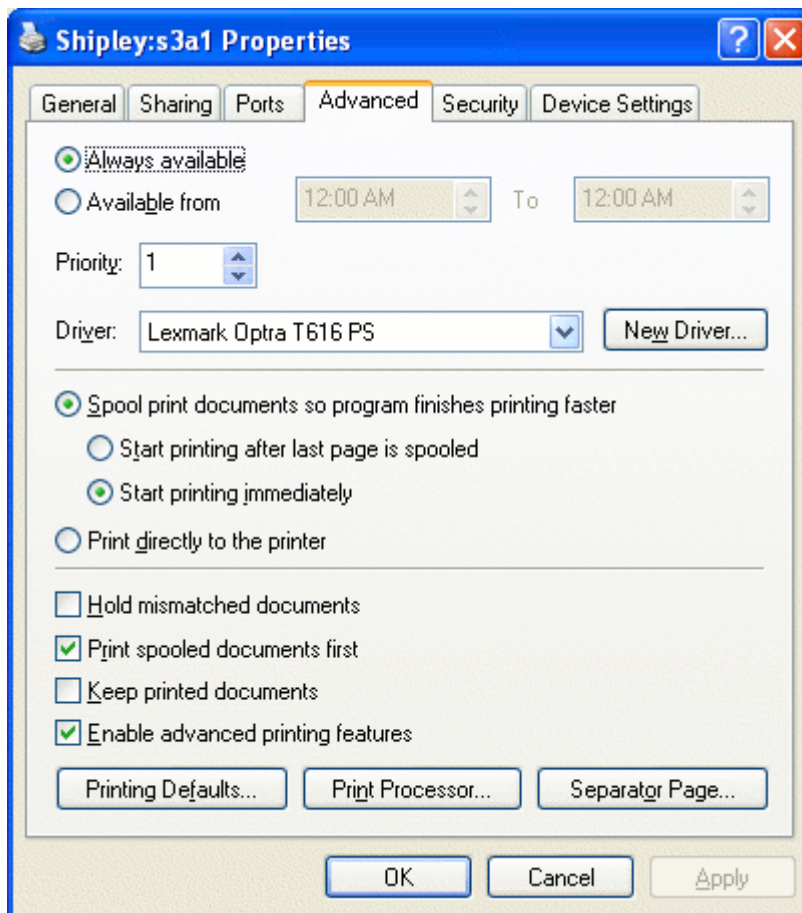
Create cover page in Windows

To create cover page in Windows:

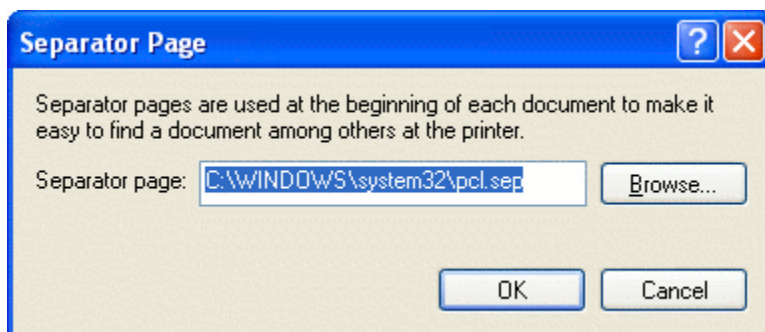
1. Login to to your workstation (desktop or laptop)
2. Click on **Start Menu**
3. Move your mouse over **Settings** and then click on **Printers and Faxes**
4. Right-click the printer in which you want to enable cover page and click on **Properties**.



5. Click on the **Advanced** tab



6. Click on the **Separator Page** button



7. Type **C:\WINDOWS\system32\pcl.sep** and click **Ok**.
8. Click **Ok** in the Printer properties window to close it.
9. Print a test job to the printer you just modified.
10. Repeat steps 4 to 9 for all other printers you wish to modify