## Multiple Page Collated Invoice Printing Pages in Wrong Order

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## Q. Collated invoice print out for multiple page invoice does not print in correct order. How can I fix this?

A. On some printers such as HP Laser Jet 2100, 2200, or 4050 printers this may be due to how the *Copy Count* is set in the *Printer Properties*. To change this setting:

1. Go to Start / Printers and Faxes.



2. Right-click on your printer and left-click on Properties.



3. In the Printer Properties window click on Printing Preferences. Click on Advanced.

HP LaserJet 2200 Series PCL	Printing Preferences	? 🗙
Layout Paper/Quality Orientation Portrait Landscape Print on Both Sides None Flip on Long Edge Flip on Short Edge Page Order Front to Back Back to Front Pages Per Sheet: 1		
	OK Cancel Ap	ply

4. Click on *Copy Count*. Change the number of copies from '1' to '2', uncheck the *Collated* box and then change the number of copies back to '1'.

HP LaserJet 2200 Series PCL Advanced Options	? 🗙
HP LaserJet 2200 Series PCL Advanced Document Settings Paper Size: Letter Copy Count: 1 Collated Print Quality: <u>600 x 600 dots per inch</u> TrueType Font: <u>Substitute with Device Font</u> Document Options Advanced Printing Features: <u>Enabled</u> Halftoning: <u>Auto Select</u> Print Optimizations: <u>Enabled</u> Printer Features Optimize For: <u>Plain</u> Economode: <u>Off</u>	
OK Ca	ncel

5. Click **OK**, and then **Apply** and **OK** to exit *Printer Properties*.