

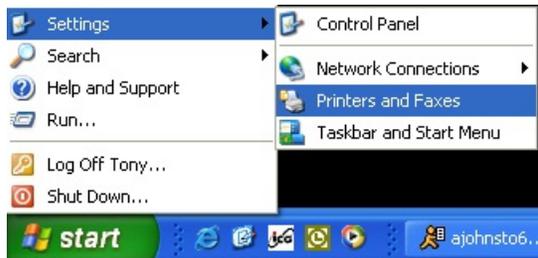
Multiple Page Collated Invoice Printing Pages in Wrong Order

Last Modified on 12/20/2022 10:35 am CST

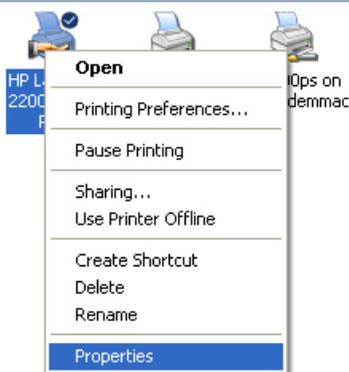
Q. Collated invoice print out for multiple page invoice does not print in correct order. How can I fix this?

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:

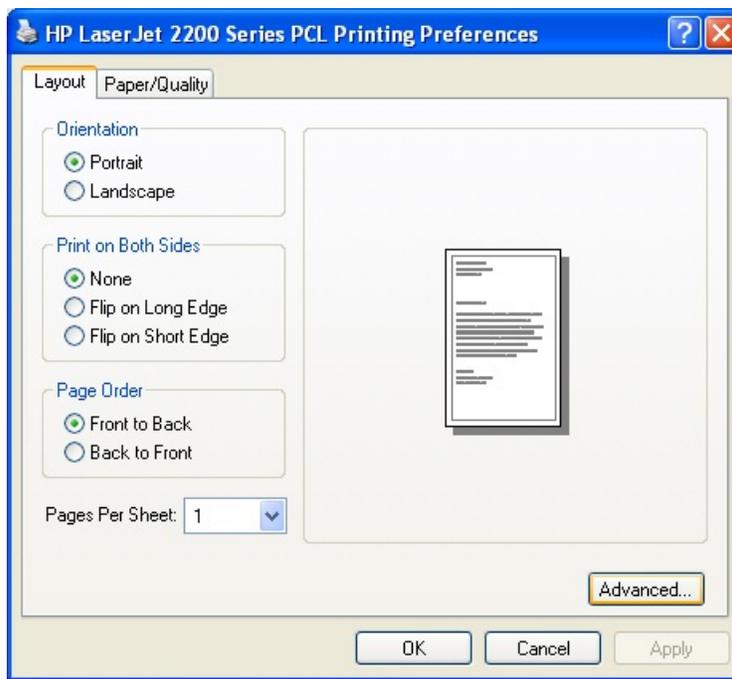
1. Go to *Start / Printers and Faxes*.



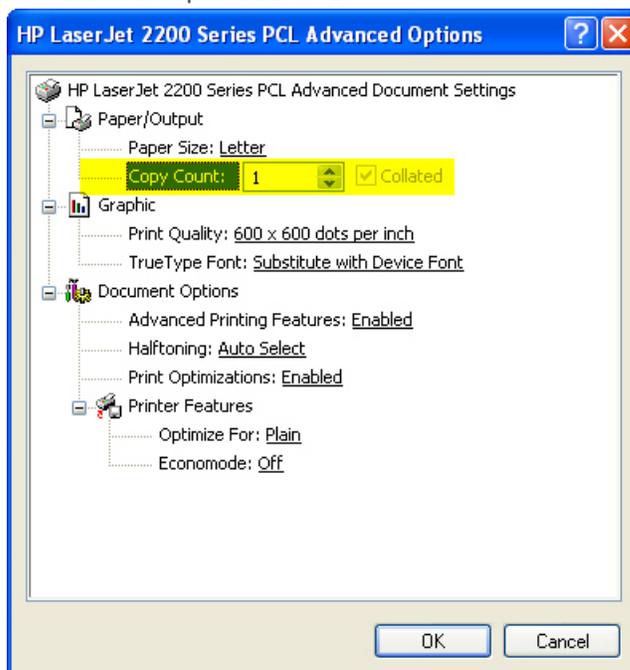
2. Right-click on your printer and left-click on *Properties*.



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



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'.



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