Prints several reports

To change the number of copies that print with a report, click on the Print icon in CVLT-II. When the printer setup screen appears, locate the selection for Number of Copies. Change this number to create one or more copies of your report.

- Click: Start -> Settings -> Printers
- Right click on your default printer or the printer used to print reports.
- Left click on Properties
- Click the **Setup** tab
- You should be able to locate a Copies menu that can be set to 1

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