GROUP STUDY ROOM RESERVE LOG PRINTING INTRUCTIONS

Backroom Printer

1. To print this document; choose the printer \\board\LR232-LJ3700 (backroom) Click on the **properties** button.



2. On the “Paper/Quality” tab, size is: legal



3. On the “Finishing” tab check “Print On Both Sides” and check “Flip Pages Up” and click on “OK.”



4. Back on the main printing dialog box, put in the number of copies and then hit “OK.”



Tips

•Be sure to use legal size paper.

•Be sure to mind the paper at the printer to

keep it from jamming.