GROUP STUDY ROOM RESERVE LOG PRINTING INTRUCTIONS

Ref desk Printer

1. To print this document; choose the printer \\board\LR219-LJ2600 (Ref desk) Click on the **properties** button.



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



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



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



1. Printing Tips

•Be sure to use legal size paper.

•Remove the bottom paper tray

•Push the blue button in the back of the

paper tray and slide the tray back to the

legal size setting.

•Flip the paper manually to print the other

side. (Face Down)

•Be sure to mind the paper at the printer to

keep it from jamming.