

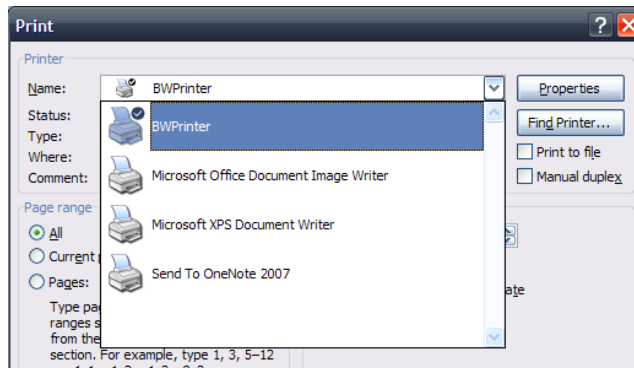
## Printing from PC Workstations

The Lamar Soutter Library provides printing for patrons at the cost of printing is \$.20/page. Use the Card Service Center to purchase a new card or add value to an existing card. One of the printers supports two-sided (duplex) printing. (Duplex printing is \$.20/side.) Refer to the information below for instructions on single-sided and double-sided printing.

### Select the BWPrinter

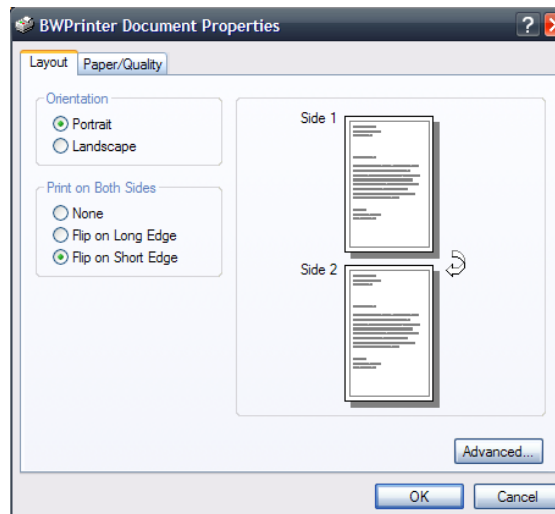
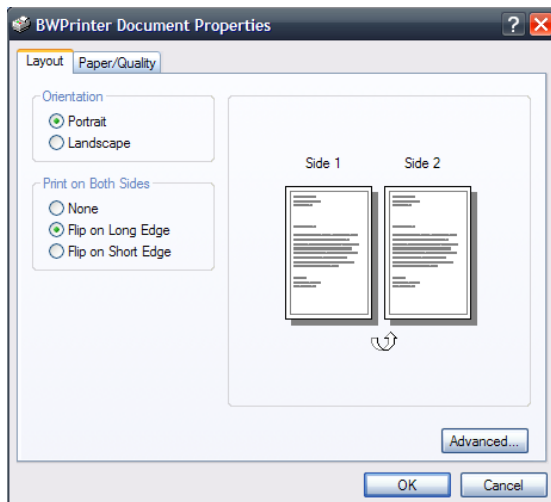
For **single-sided printing**, verify that the BWPrinter is selected. Then press the **OK** to print.

For **double-sided printing**, click **Properties**.



### Double-Sided Printing Procedure

After clicking **Properties**, click **Layout**. Then select either **Flip on Long Edge** or **Flip on Short Edge** and click **OK**.



### Print Your Document

Click in the **Enter Your Name** box and then **Send to Print Release Station**. Note that the number of pages and the cost is included on this screen.

Go to the Print Release Station and put your card in one of the Card Readers. You can use either Card Reader/Print Release Station for single-sided printing. For double-sided printing, select the Card Reader/Print Release Station Labeled "You can print single and double-sided on this printer". Select your Document Name and press **Print**.

