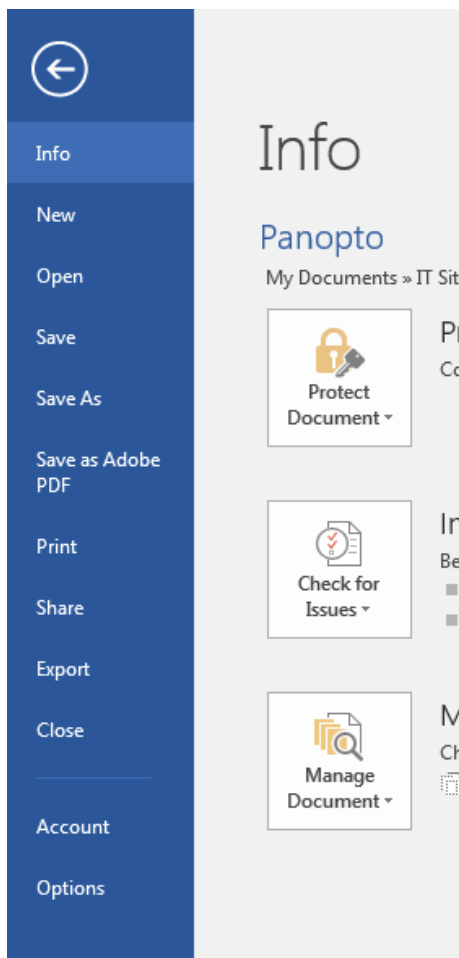


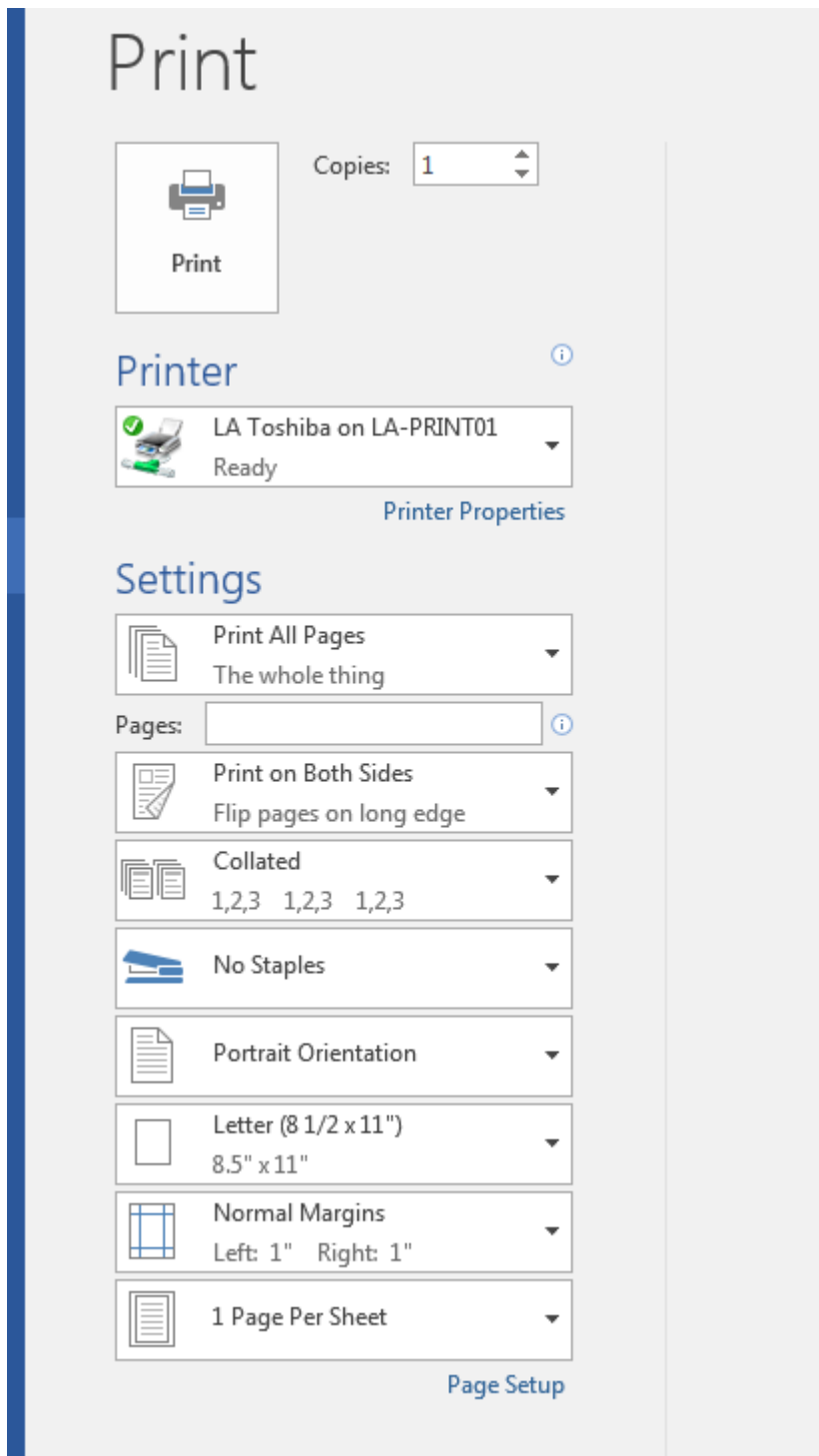
PRINTING FROM A COMPUTER

Please note that you must be on Campus in order to print to the University's PaperCut System

1. Select File and Print



2. Select the appropriate printer based on campus



The image shows a Windows Print dialog box with the following sections:

- Print:** A printer icon and a "Print" button.
- Copies:** A spinner box set to "1".
- Printer:** A dropdown menu showing "LA Toshiba on LA-PRINT01" with a status of "Ready". A "Printer Properties" link is below it.
- Settings:** A series of dropdown menus for:
 - Print All Pages: "The whole thing"
 - Pages: An empty text box
 - Print on Both Sides: "Flip pages on long edge"
 - Collated: "1,2,3 1,2,3 1,2,3"
 - No Staples
 - Portrait Orientation
 - Letter (8 1/2 x 11"): "8.5" x 11"
 - Normal Margins: "Left: 1" Right: 1"
 - 1 Page Per SheetA "Page Setup" link is at the bottom right of the settings section.

3. Select Printer Properties if you need to change Paper Size, Color, etc

