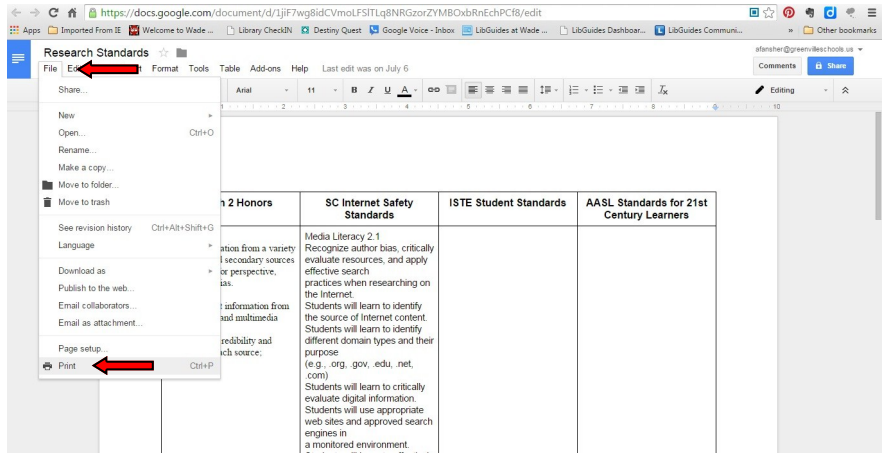


How to Print in the Library

STEP 1:

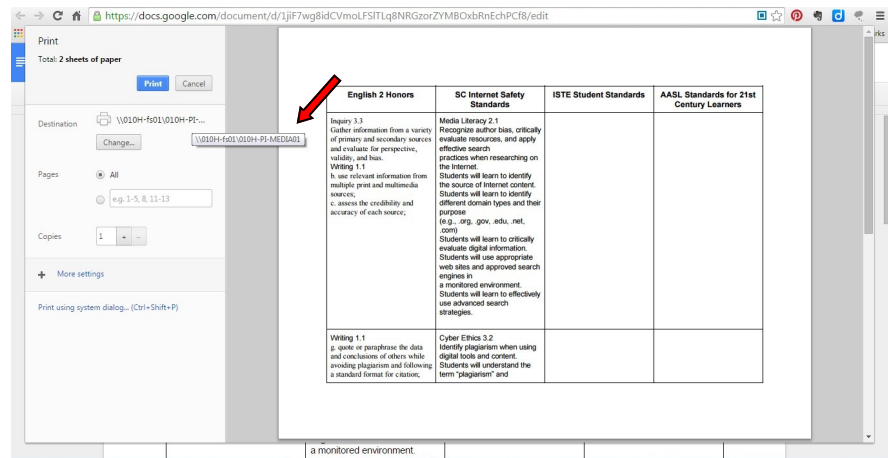
Click “file” and then “print” from the top menu



STEP 2:

Hover your cursor over the name of the printer (where it says “destination”) to see which printer is selected.

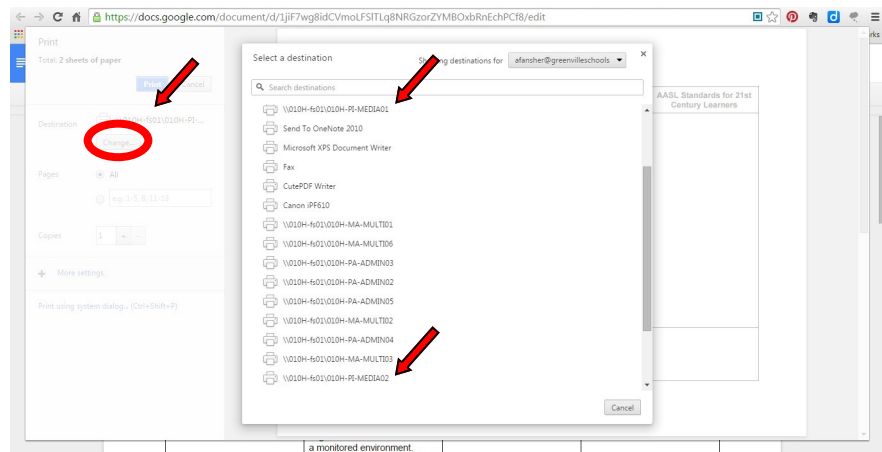
MEDIA01 = BLACK & WHITE
MEDIA02 = COLOR



STEP 3:

If you need to switch printers, click the “change” button. The only printers you can use are

MEDIA01 = BLACK & WHITE
MEDIA02 = COLOR



STEP 4:

Once you have selected the appropriate printer you will click “print”.

Black & White = \$0.10 per page
Color = \$0.25 per page

