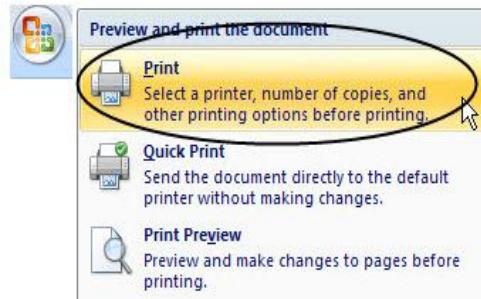


# How to Print Two-Sided (Duplex)



When printing from a *website*:  
To **Print** on both sides of a sheet of paper, choose in the upper left hand corner **File**, then **Print**.

OR



When printing from a *Microsoft Office 2007 product* such as Word, Power Point, Excel, etc.:  
Click on the **Circle Icon** in the upper left hand corner.  
Then choose **Print**.



OR

When printing from a *PDF* (Adobe):  
Choose the **printer icon** from the PDF (Adobe) toolbar.

Once the Print box appears choose **LRC – Duplex** from the Printer Name drop down box. Then click **OK**. You will be charged \$.05 per side. For example, one piece of paper printed on both sides will be \$.10.

