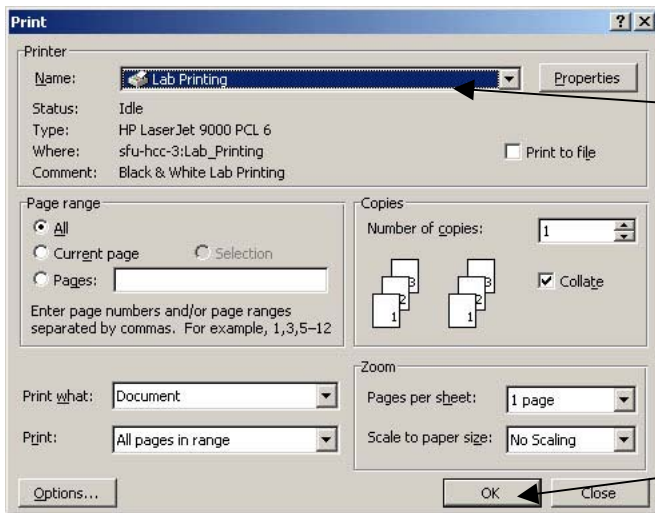


These instructions will inform you how to **print** your document from the **PC** at SFU Harbour Centre. **Multiple-pages** and **Double-sided** printing instructions are also included.

When ready to print, click on **File** then click **Print**. The following window will appear:

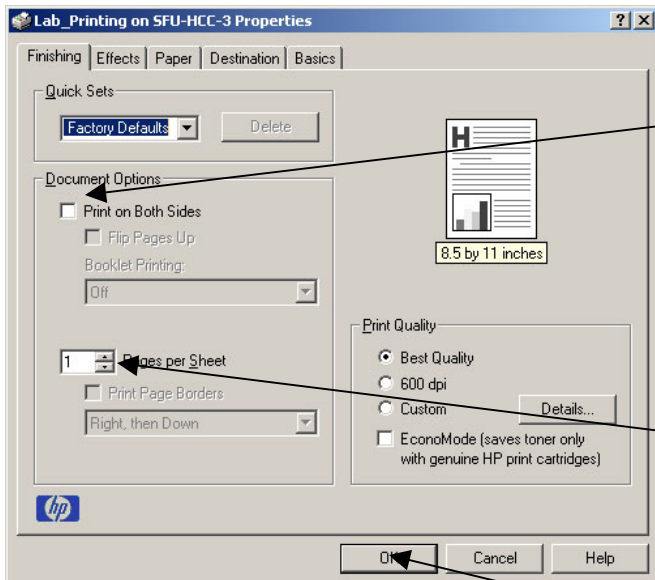


From the **Printer Name** list, select:

- For Black&White: **Lab Printing**
- For Colour: **Colour Printing**

Click **OK** to send your print job to the printer.

To do **Multiple-pages** or **Double-sided** printing, click on **Properties**, the following window will appear:



To do a double-sided print job, checkmark the **Print on Both Sides** box.

To do a multiple-pages print job, scroll through the **Pages per Sheet** arrows.

Click **OK**, and then click **OK** again in the previous menu to send your print job to the printer.

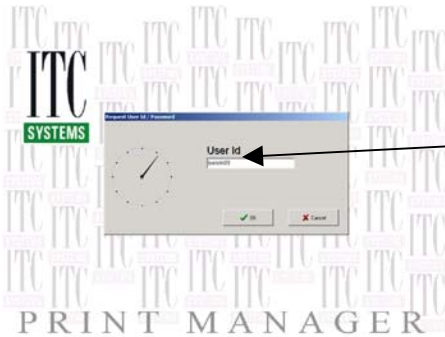
HOW TO

PC Printing with Multiple-Pages and Double-Sided at SFU Harbour Centre.

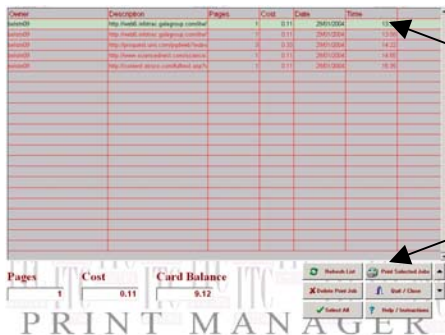
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These instructions will inform you how to **print** your document from the **PC** at SFU Harbour Centre. **Multiple-pages** and **Double-sided** printing instructions are also included.

Once you click **Print**, go to our printer release console (**Room 1340**) in order to release your document(s). Insert your printing card in the card reader to see the following window appear (*printing card may be purchased from the card dispenser in room 1340*):



Enter **your SFU ID** and click **OK**.
(*your SFU ID is used initially to login to your computer*)



Select your document(s) by double-clicking on your print job then click on the **Print** button.



Our colour printer is HP LaserJet 4600 and it costs **\$1.00** per page.



Our black & white printer is HP LaserJet 9000 and it costs **\$0.11** per page.