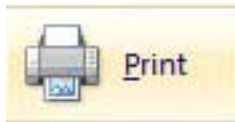


QUICK GUIDE

To select a printer, open the **Print** menu and choose the **CTLT_LJ4200dtn (b/w)** or the **CTLT_ColorDAC(color)** from the drop down menu.

Click the **PROPERTIES** button next to the drop-down menu to modify the details of your print job, such as printing duplex.



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PC Printing on the 2nd Floor of the Library



PC PRINTING ON THE 2ND FLOOR OF THE LIBRARY

The CTLT currently owns and operates a black/white printer (CTLT_LJ4200dtn) and a color printer (CTLT_ColorDAC). If you are printing on the 2nd floor of the library, your print jobs will be automatically be printed in b/w and double-sided.

B/W Single-Sided Printing

1. Open the **P**rint menu and select the CTLT_LJ4200dtn printer.
2. Click the **PROPERTIES** button.
3. Find the setting “Print on both sides”. Use the drop down to select **None**. Hit **OK**.

*Note: **Flip Over** is the default for portrait printing. You can also change this setting to **Flip Up** for landscape printing.*



Color Printing Options

Selecting the Color Printer

When printing a document, select the \\print-serv\CTLT_ColorDAC.

Color Duplex Printing

1. Open the **P**rint menu and select \\print-serv\CTLT_ColorDAC.
2. Click the **PROPERTIES** button.
3. Under *Document Properties*, check the **Print on Both Sides** box. Select the **Flip Pages** box as well if you want to print a landscape document to flip on the short edge of the paper.

Name	Description
CTLT_LJ4200dtn	B/W
CTLT_ColorDAC	Color

Printing on Legal Paper

1. Open the top tray of the desired printer (labeled **1**) to expose the manual feed area.
2. Insert legal sized paper into the tray area, making sure the spacers are set to LTR/LGL
3. On the computer, under **F**ile> **P**age Setup, choose the **P**age tab, and under **P**aper Size choose **Legal**. The printer is now set to print legal sized documents.

TIP!

Use the instructions above as a guideline for any custom paper. Use the manual feed to load the paper into the printer, and adjust the Paper Size on the computer if necessary.