

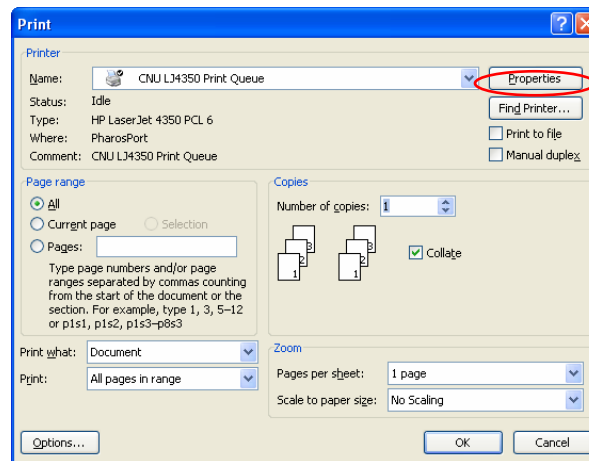


AUTOMATIC DUPLEX PRINTING

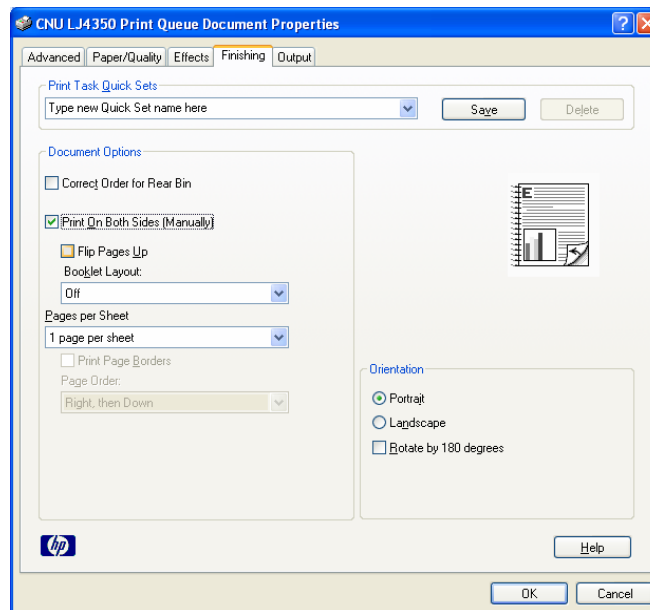
Duplex printing is not only a great way to reduce paper, but is also economical. Every time you perform a duplex print, you save .02 per page, which is .04 for every two pages you print!

In order to duplex print, you must manually set the print options to duplex by following the steps shown below:

1. When you are ready to print, press **File**, then navigate and click on **Print**.
2. Ensure that the name of the print queue is: **CNU LJ4350 Print Queue**. Click the **Properties** button in the Print Window.



3. In the CNU LJ4350 Print Queue Properties Window, click the **Finishing** tab.
4. Click the box next to "Print on both sides manually" and click **OK**.



5. Click **OK** again in the print window.
6. You are now prompted for a password and print job name. The password and print job name is entirely user determined. Click the print button to send the print job to the printer.
7. Go to the nearest printer and swipe your card as shown on the touch screen.
8. A list of available print jobs will appear. Select your print job and then finger click the Print button.
9. A touch screen keyboard will appear. Finger touch the password you assigned the print job and hit Next.
10. The duplex print job will begin to print. Please pick up your print job after printing has stopped.