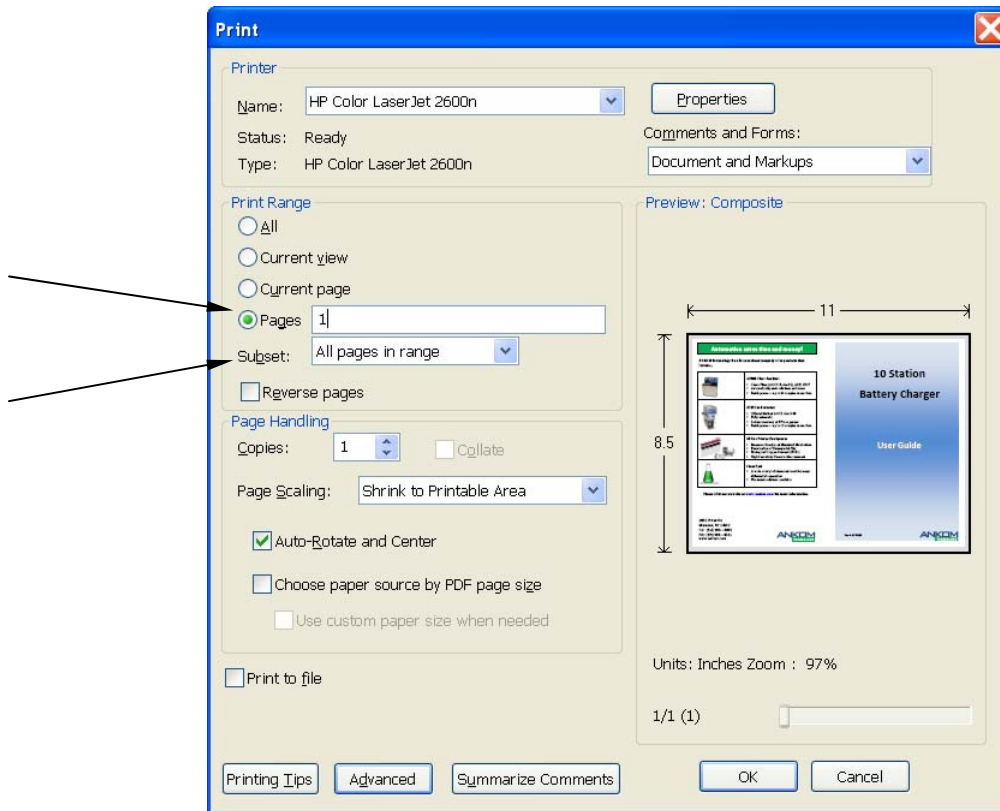


Directions for printing double-sided documents in landscape format

Below are directions for printing double-sided documents in Landscape View to the HP Laser Printer:

- (1) Before starting to print, please let others know that you are printing double-sided so they can postpone their printing until you're done. Otherwise, you could end up printing someone else's document on one side of your document.
- (2) Print one side of the document first (i.e., don't print the entire document at once). To do this, click the "Pages" radio button and enter the page that you want to print (see below).

NOTE: Please note that you can select more than one page to print at a time by selecting "odd pages only" or "even pages only" from the "Subset" drop-down list.



- (3) Take out of the printer the document printed on the first side and place it in the printer paper tray in the exact same configuration that you took it from the output tray. This means that the side that is printed will now be DOWN in the paper tray with the edge of the document that came out of the printer first now being the edge that is farthest into the paper tray.
- (4) Repeat step 2 selecting the other side(s) of the document.