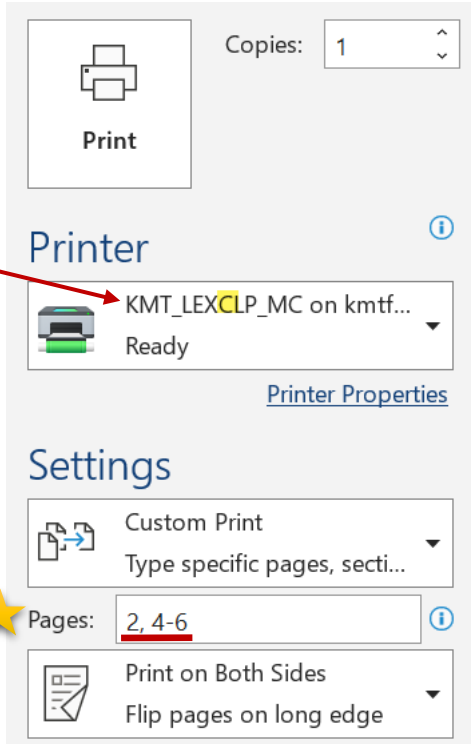
Double Side to Save on Printing!

- Send all *black and white* pages to the **KMT_ LEXMLP_MC** printer
  - Pay $.10/per sheet at the desk
  - 2-sided printing is available to save paper and money – select *Print on Both Sides*
- Send pages for *color* printing to the **KMT_ LEXCLP_MC** printer
  - Pay $.50/page at the desk
  - **Split printing for documents that only require color on some pages** as indicated in the example below
    - Click in the **Pages** text box
    - List page numbers to print, **using commas to separate, or a dash for a range of pages**
    - Ask for assistance using this process if you need it!
  - Save $ by selecting *Print on Both Sides*, if this works for your needs
    - *Flip on long edge* for portrait orientation, like letter or essay documents
    - *Flip on short edge* for landscape orientation, like a brochure

The example below will print 4 pages: 1, 5, 6 & 7, but it will print them on 2 sheets of paper for a cost of $1.00; this is just an example, double-side probably would not work for your needs for this range of page numbers.

*Print jobs sent to the color printer **KMT_ LEXCLP_MC** are paused until released by media center staff, students pay $.50/sheet to have your job released*