

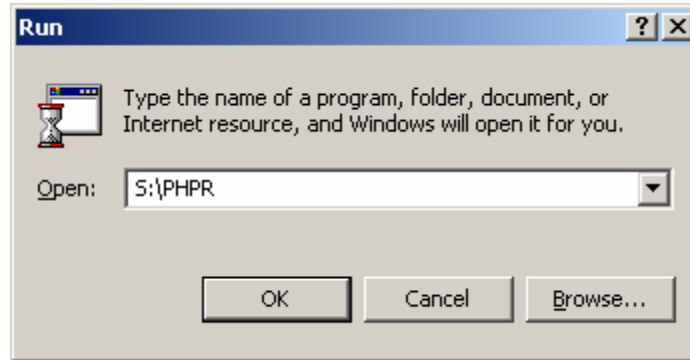


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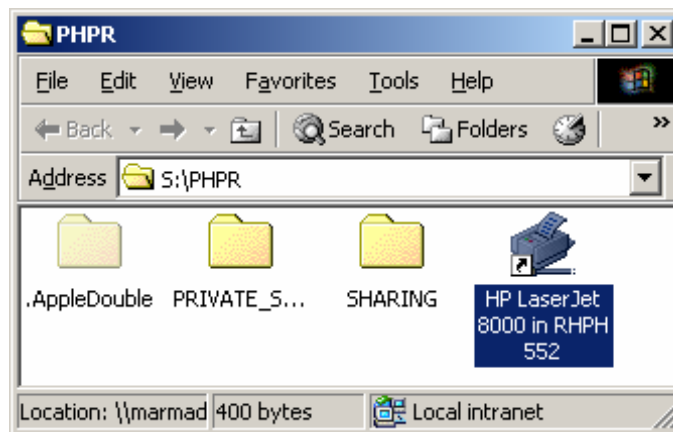
*How to Connect to the HP LaserJet 8000 in 552 (PHPR ONLY)*

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1. Click on the Start button. Click on Run.
2. Type in "S:\PHPR" (without the quotes) and click on the OK button.



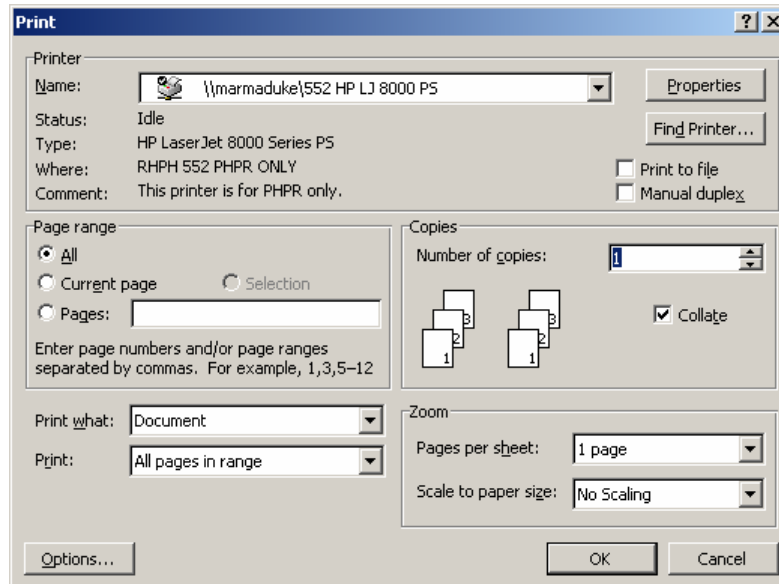
3. Double click on "HP LaserJet 8000 in RHPH 552."



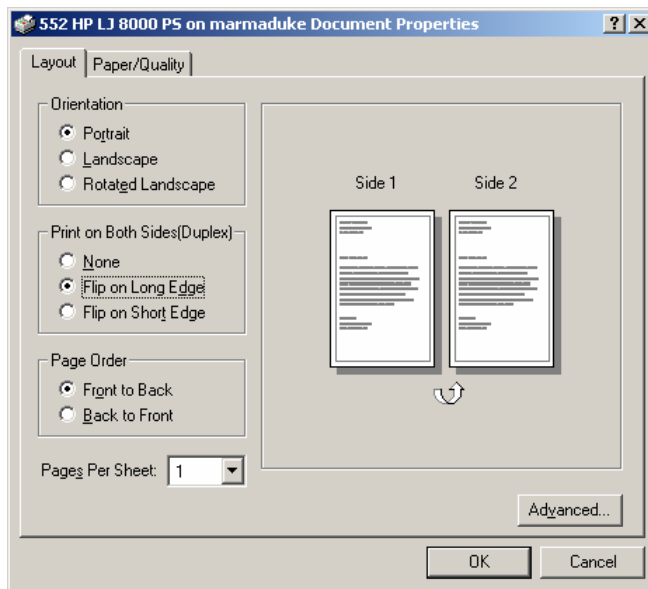
4. If you are prompted if you want to connect to the printer, select OK or Yes.
5. **OPTIONAL STEP:** After the printer finishes connecting, click on the "Printer" menu and select "Use as default" if you want this printer to be your default printer.

**Please note: By default, this printer will DUPLEX (print on both sides). To disable duplex printing for a single print job (for a manuscript for publication, for example), follow these steps:**

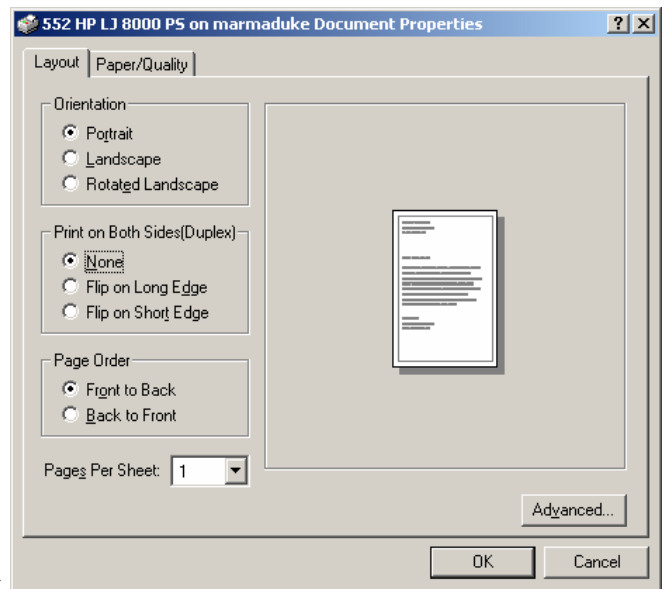
1. Click on the File menu, then Print. You will get a dialog box that looks like this:



2. Click on the "Properties" button. On the "Layout" tab, click on "None" under "Print on Both Sides (Duplex)." The dialog box will change to look like the one on the right.



This dialog box



becomes

this.

6. Click on the "OK" button to close this dialog. Click on the "OK" button in the original print dialog (see the graphic in step 1) to begin printing.