



### IT FAQ: How many pages can I print?

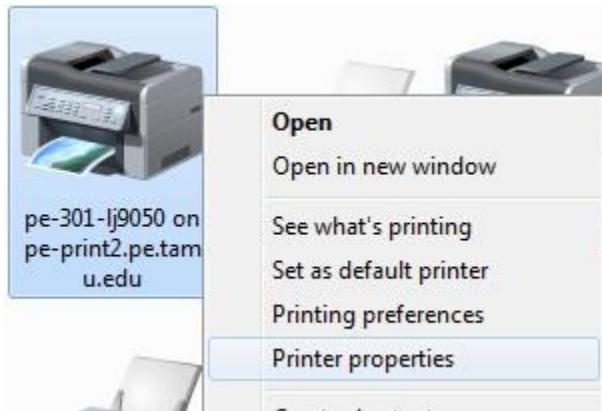
**You have a 1500 black and white or 375 color page print quota per semester, so use it wisely.**

One way to save on your pages is to print to both sides of the paper (i.e. duplexing). You can do this by selecting "Print on Both Sides" in the print options, if printing from a Microsoft Office application, or by doing the following:

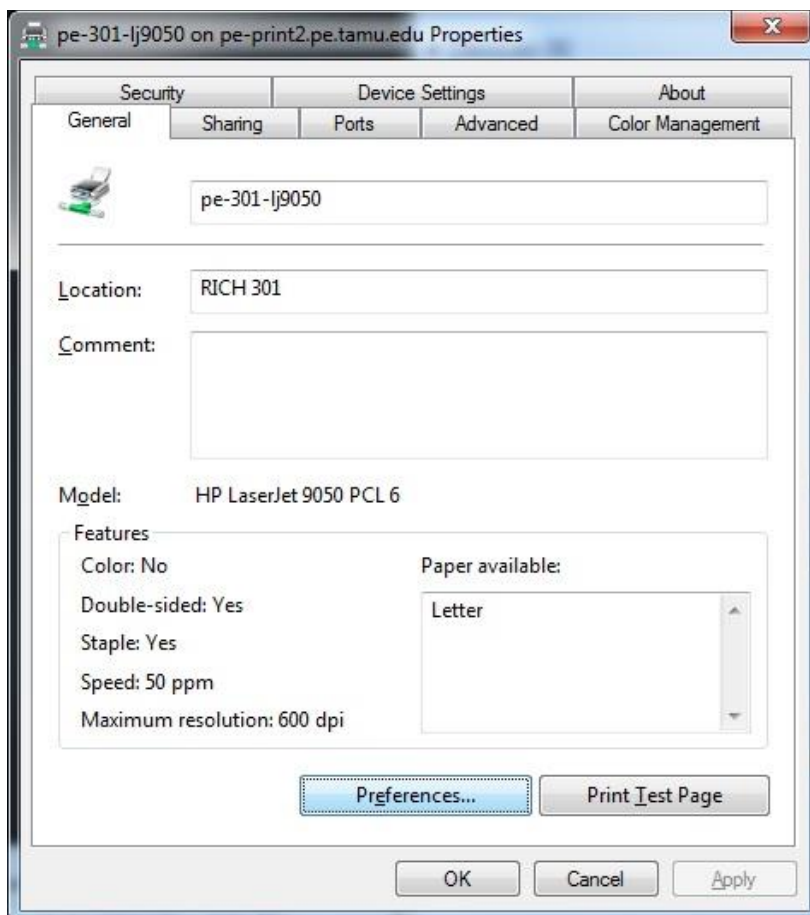
1. Navigate to **Start> Devices & Printers**.



2. Right-click on your desired printer, clicking **Printer Properties**.



3. Select the **Printing Preferences** button.



4. Finally, select the drop down under **2-sided Printing** and select **Two-sided Print** from the drop-down menu.

