To print from computers in GS 225:

1. Go to Print (or Ctrl+P).
2. Make sure “Lexmark x790 series PS3” is indicated as the printer.
3. Click on **Printer Properties**.
   - If you’re printing something that is more than 1 page long, click on the “Layout” tab.
   - On the bottom left, for “Print on Both Sides (Duplex),” select “Print on both sides”
   - Go to the “Quality” tab.
     - On the bottom left, check the box next to “Print in black and white”
4. Click OK.
5. Click **Print**.
6. Pick up print-outs from printer in CLASS office (GS 223).