



### Printing Multiple Pages

HP Laserjet 4700 (A232 Computer Lab)

HP LaserJet 4250 (A108)

HP Laserjet 4014 (A130, A212, A218, A231-233)

1. File
2. Print
3. Select "Properties" (on the right)
4. Select "Finishing" tab.
5. Pages per sheet (bottom left) - Select 2 pages.
6. Check "Print page borders."
7. Select "Okay"
8. If you wish to print Progress Reports, open Integrate Pro.
9. Select the report you wish to print.
10. Select the students or class.
11. Print and save paper!



## Printing Multiple Pages

Xerox Workcentre (Library)

1. File
2. Print
3. Select "Properties" (on the right)
4. Select Layout tab.
5. Select N-Up.
6. Select 2-Up.
7. Select "Okay."
8. If you wish to print Progress Reports, open Integrate Pro.
9. Select the report you wish to print.
10. Select the students or class.
11. Print and save paper!