# Printing a Color Document in Office 2007

## Begin the Printing Process

Before you begin, please note that you can only print in color from the Library labs and you must be running Windows.

1. Click the **Office Button**.
2. Click on the **Print menu**.
3. Select the **Print button**.

## Select the Color Copier

1. Click the drop-down menu under the **Name** selection.
2. Select **SIMCC03** as the printer.
3. Click **OK** to spool the document to the printer.
4. Before you leave your computer, be sure to check what your machine name is. This can be found on a label either on top or on the front of your computer.
5. Walk up to the Xerox machine at the Circulation Desk.

## Navigate the Copier Menus

1. On the copier control panel, press the **Job Status** button.
2. On the touch screen, press **Secure Print Jobs & More**.
3. Press **Charge Print**.
4. Press your machine name and then press **Document List**.
5. Press your file to select it.
6. Deposit money in the vend station. Color print jobs cost $0.30 per page.
7. Press **Print**. Your document will come out of the middle tray.
8. When finished, press the **All Services** button on the control panel to return to the main menu. Press the plunger on the vend station to receive any change you have left over.
## How to Print a Double Sided Document in Office 2007

### Open the Copier Properties Panel

1. Follow the directions on the other page up to step 2 under Select the Color Copier.
2. After selecting SIMCC03 as the printer, click the Properties button.

### Configure Double Sided Printing

1. Click on the Layout/Watermark tab.
2. Click on the Page Layout Options drop-down menu and select your desired double sided orientation.
3. Click Ok to continue.

### Print the Document

1. Click Ok on the Print dialog to spool the document to the color copier.
2. Resume the directions on the pervious page, starting from step 4 under Select the Color Copier.