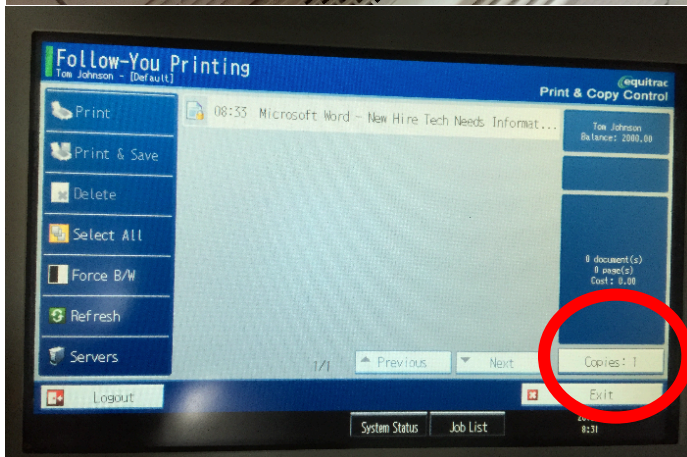




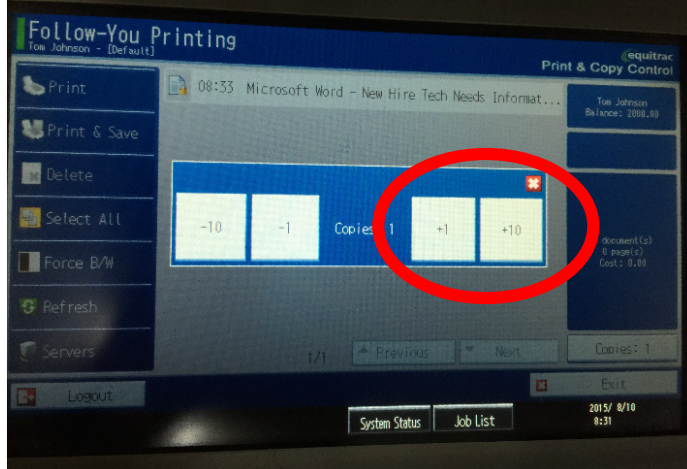
## Printing: Make sure Astrill is turned OFF

To print from **Office** products, go to:  
 --> "File"  
 --> "Page Setup" - Choose Size and Orientation  
 --> "File"  
 --> "Print" - **Send only 1 copy** (You can change that at the printer)  
 --> Choose "Layout" - (if you would like two-sided)  
 --> Press "Print"  
 --> Equitrac will open - Key in your "first and last name" (no spaces) along with your "email password"  
 Don't forget to Press "Accept"



To print from **other programs** or the internet, go to:

--> "File"  
 --> "Print" - Print using system dialogue  
 --> You may need to press "Show details" (from there, you can choose paper size, orientation, 2-sided, etc.)  
**Send only 1 copy**  
 --> Press "Print"  
 --> Equitrac will open - Key in your "first and last name" (no spaces) along with your "email password"  
 Don't forget to Press "Accept"



To print **Multiple copies**:  
**Send only 1 copy from the computer** (This ensures that it sends faster - Max 50Mbs file)  
 --> Bring your card - scan on printer  
 --> Choose "Copies"  
 --> Press "+1" or "+10" depending upon your needs  
 --> Press the little red "x"  
 --> Print