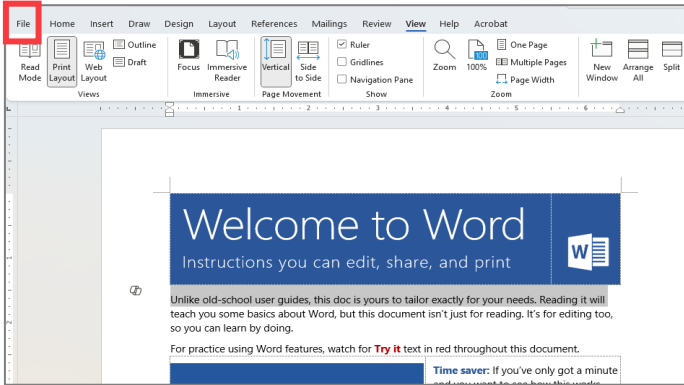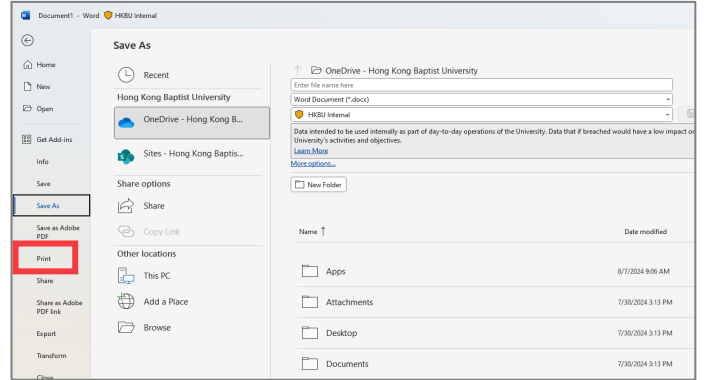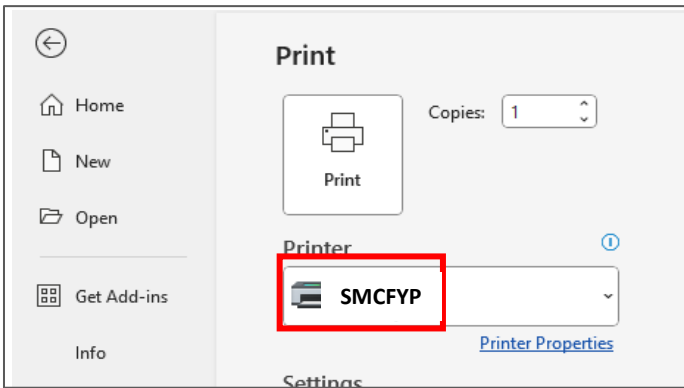# Submit Your Print Job (Microsoft Office Document)
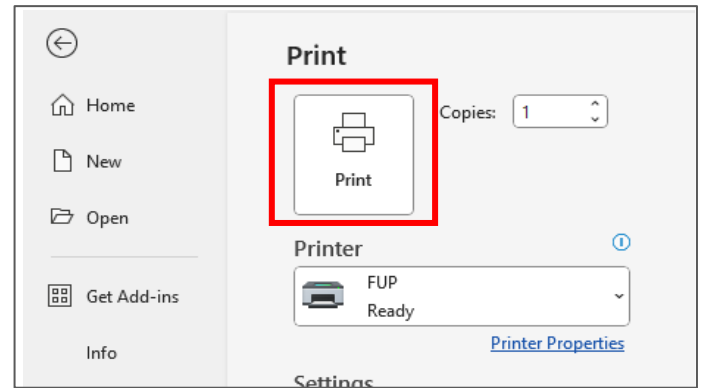

1 Open the document and select 'File'.

2 Select 'Print' from the Menu.

3 Select '**SMCFYP**' as your printer.

4 Select 'Print' to submit your print job.

Note: All print jobs are automatically set to grayscale and double-sided by default.