

R701 – Print 2 schedules per page – Cheat Sheet

- 1. Schedule cards for 2 different students on one page.
 - a. Choose either Format 2, 3, 12, 13, 22, or 23
 - b. On the r701 checkmark the "Print Two Students Per Page" Option
 - i. Hint: If you do not see this option below then you chose a format that is not able to print 2 students per page.

Omit Unlisted Phone Numbers: Omit Locker Information: Omit Credit Information:	Omit All Phone Information:	Omit Homeroom Info:	Omit Course And Section Info:)
	Print Two Students Per Page: Omit Teacher Information:		Omit Program Info:]

- c. Submit your report
- d. Once your report is complete, open the report and select print. Follow the instructions below:

🖶 Printing Preferences		×
Basic Finishing Paper Handling	Image Quality Effect Others Templates	
Print Job:	Copy Handling:	_
	Details	_
Θ 65%	1 2 4 6 8 9 16 Direction of Print:	
Letter	Draw Borders Around Pages	_
Settings	Staple: Hole Punch: Folding:	
Profile:		
Save Profile Delete	Use Custom Margin: Details	
Restore Defaults	Poster Print: Details	
	OK Cancel Help	



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- 2. 2 Schedule cards for the same student on one page.
 - a. Choose either format 4, 5, 14, 15, 24, or 25
 - b. Run report as normal
 - c. Print as normal
 - *i.* Hint: If 2 schedules do not show on the same page make sure you chose a format mentioned in (2.a)