Double Sided Printing

Needs to be set up on individual computers

- 1. Start > Control Panel > Hardware and Sound > Devices and Printers
- 2. Right click on default printer
- 3. Choose "Printing Preferences"
- 4. Select the Finishing tab
- 5. Check "Print On Both Sides"
- 6. Click "Apply" to set as default



Notes

To remove duplexing for individual jobs:

- 1. Go to File > Print
- 2. Click on "Printer Properties "
- 3. Select the Finishing tab
- 4. Uncheck "Print on both sides"

Default printer must have duplexer tray:

- New printers should already have one
- Duplexers can be ordered for printers

vanced Paper/Quality Effects Finishing	vices	
Print Task Quick Sets		
Type new Quick Set name here	v	Save
Document Options		
Correct Order for Rear Bin		ΞE
Print On Both Side	N	
Flip Pages Up		
Booklet Layout:		4 4
Off	~	
Description		
Pages per Sheet		

