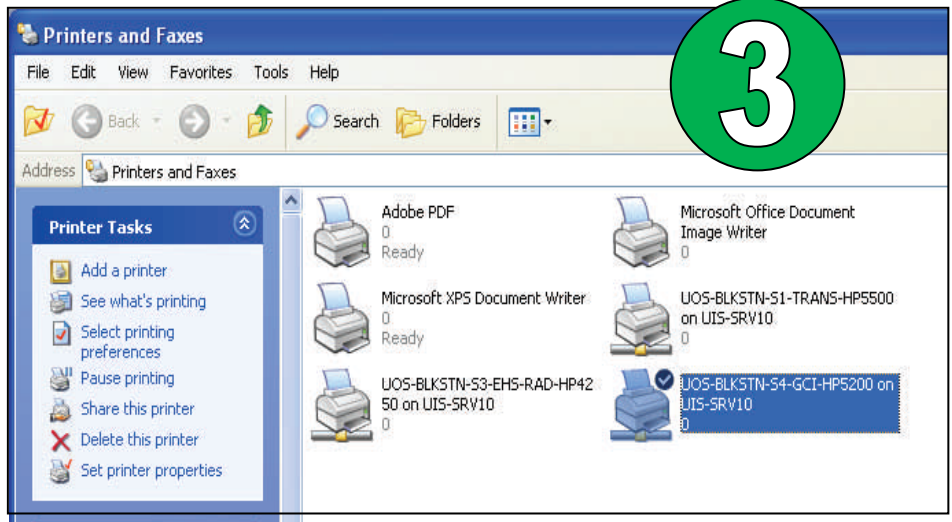


Double Sided Printing

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

