

DUPLEX PRINTING

Configure the printer:

Click on “Start”, then “Printer and Faxes”.

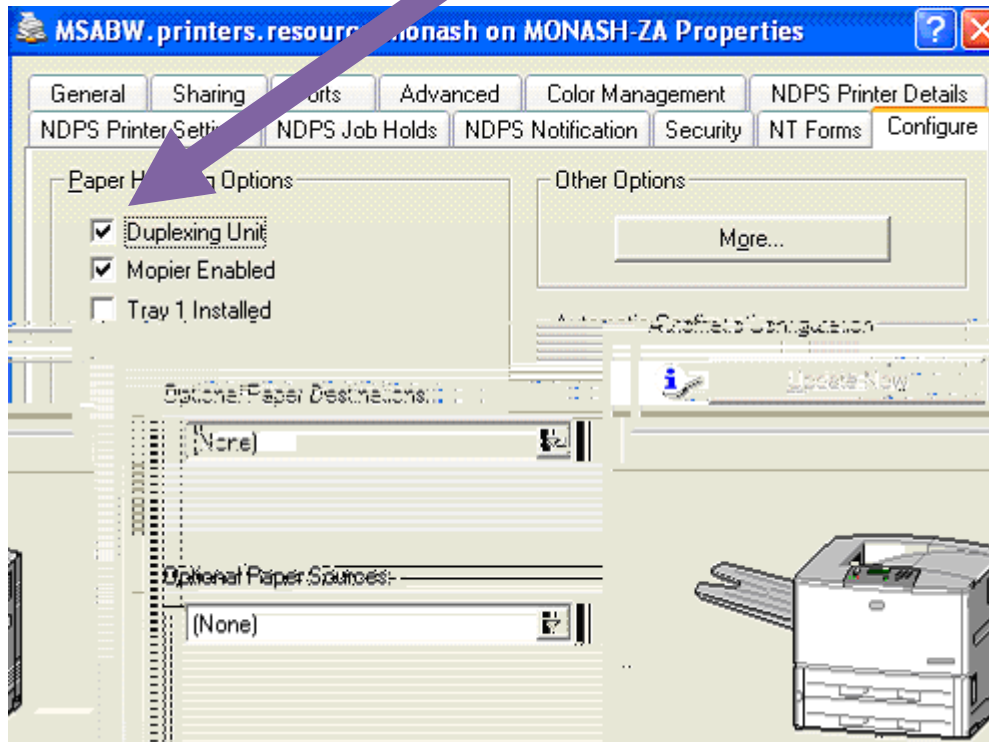
Right click on the “MSABW...” Printer.

Select “Properties” from the menu list that will appear.

The following window will open:

Click on the “Configure” tab.

Place a tick next to “Duplexing Unit”.



To print in duplex:

Click on “File”, then “Print” on the document you wish to print.

On the Print screen that will appear, click on the “Properties” button, which will display the following window:

Place a tick next to “Print on Both Sides”.

