Duplex printing (using Windows 7)

Duplex printing halves paper usage. It’s very easily set up...

1. Click the Windows “orb” or use the Windows key to search on the term printer.

2. Select Devices and Printers from the list of results (under the heading Control Panel).

3. From the resulting set of options select the printer you want to change the settings for. Right-click on the corresponding icon and then select Printing preferences.

4. Select the 2 sided or duplex option... the description may differ according to the model.

5. Edit any other settings if appropriate then apply the settings and click OK.

If your default printer doesn’t support duplexing please try to use a network printer that does.