

How to Print Double-Sided at ESC

(Note: your printer (personal or network) must have a duplexing unit to allow for double-sided printing - all of the network printers, except the one in the Library, are duplex capable.)

To make sure your printer is set up to accept double-sided printing:

1. Click on the Start menu at the bottom left corner of the screen. Choose Printers and Faxes.
2. A window will open with your printer options. The icon with a check next to it will be your default printer. Right-click once on this icon and choose "Properties".
3. A new window will open - choose the Configure tab. On this tab, make sure the "Duplexing Unit" box in the top left is checked by clicking on it.
4. Choose "OK" to close the window.

To automatically have all documents print double-sided (including Internet, PDF files, Lotus Notes, Microsoft Viewer, etc.):

5. Re-open this window by right-clicking again on the printer icon and select "Printing Preferences".
6. Another new window opens. In the new window, under the "Finishing" tab, click on the box that says "Print on Both Sides". Then choose "OK" to close the window.
7. Close out the first window that has all of the printer icons in it.