

DUPLEX PRINTING

Once you have installed the printer from <https://iprint.montclair.edu/ipp/> open up the *Printers and Faxes* box from the Start Menu or the Control Panel. *Right-Click* on the printer you wish to configure. Select the tab for *Device Settings* as shown in Figure 1. At the bottom of the list there is a setting labeled *Duplex Unit (for 2-Sided Printing)*: by default this is set to Not Installed so change the setting to Installed and click the button for *Apply*.

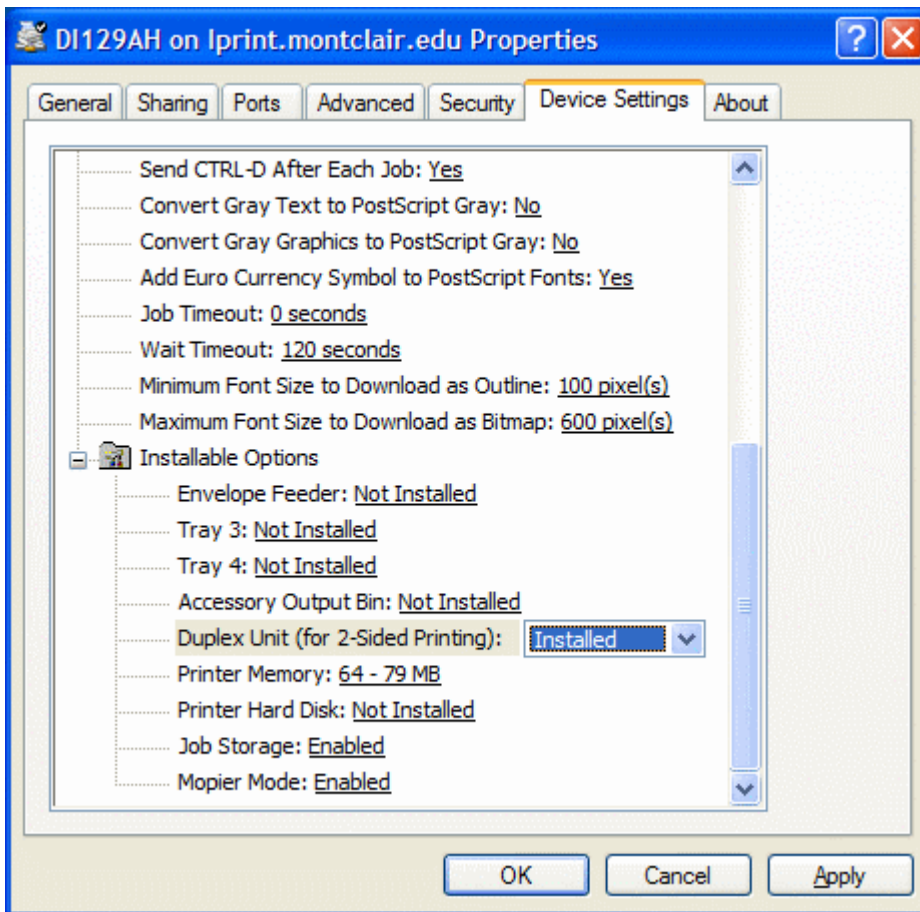


Figure 1

Go Back to the *Printers and Faxes* window and *Right-Click* on the printer you wish to configure and select *Printing Preferences...* A window like the one shown in Figure 2 should appear. Select the *Finishing* tab and select the box for *Print on Both Sides*. Duplex Printing is now enabled. Give it a test or two.

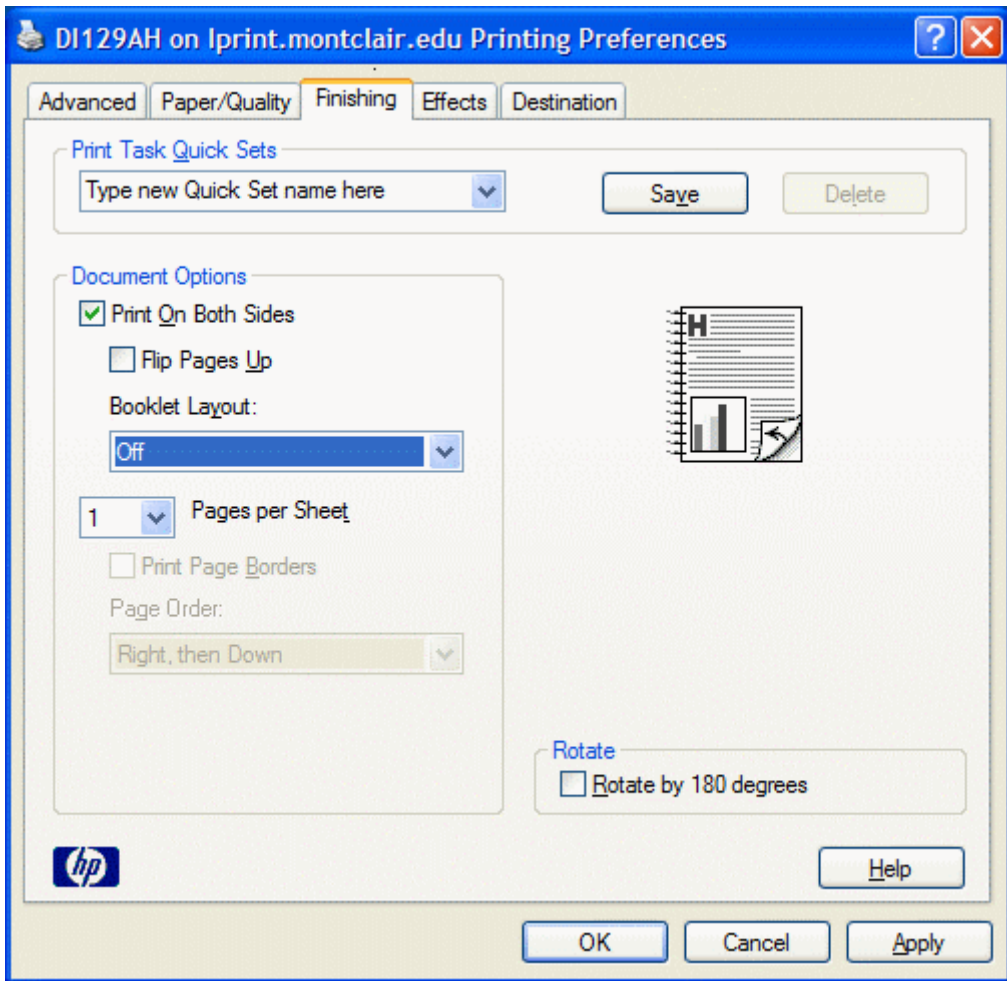


Figure 2