How To Print On Both sides of the Page

Step One: Determine what program you are printing from

If Using MICROSOFT OFFICE, click on “Printer Properties”

For ALL OTHER PROGRAMS, click on “Properties”

Step Two: Open and change the Printer Properties pop-up box (see reverse)
The Printer Properties pop-up box

In the “Duplex” menu click on the drop down arrow button

Select “Open to Left”

Click on “OK”

Your document will now print on both sides of the page

Click on “Print” to proceed with the printing process