

How do I print Double Sided from my laptop?

How do I print Double Sided from my laptop?

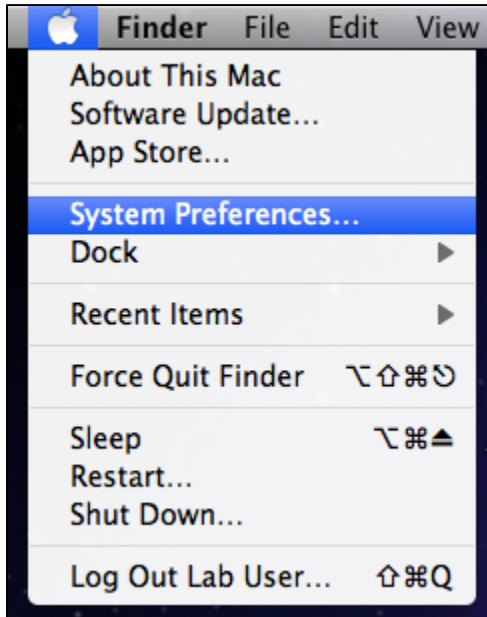
Before printing double sided from a laptop you must go into the printer settings and enable double sided/duplex printing

Once this is completed you will be given double sided/duplex printing options inside the standard print menu

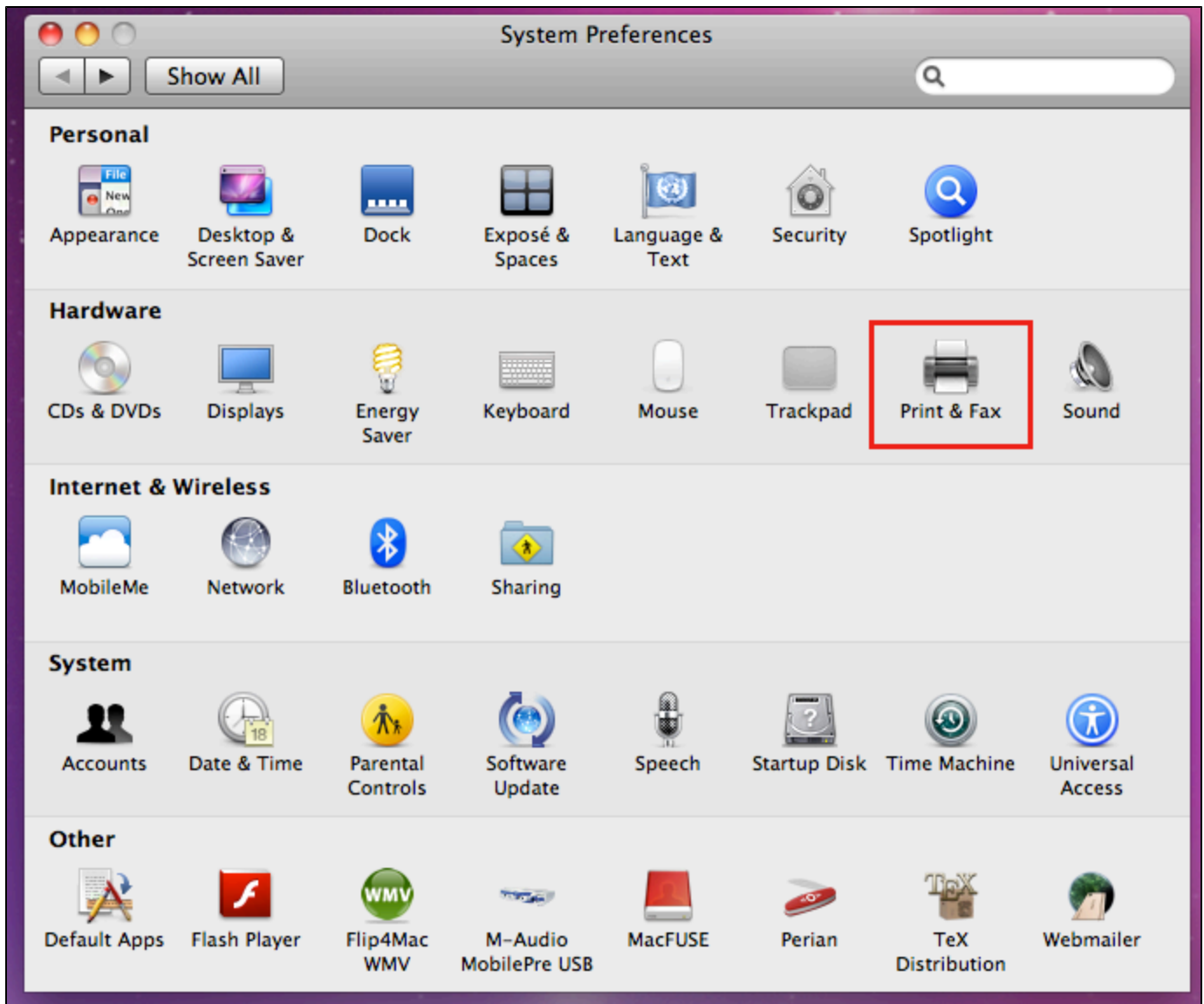
When using a Macintosh:

Note: Requires Mac OS X v10.6 (Snow Leopard) or higher. If you have 10.5 Leopard or earlier please ask for help at the lab assistance desk

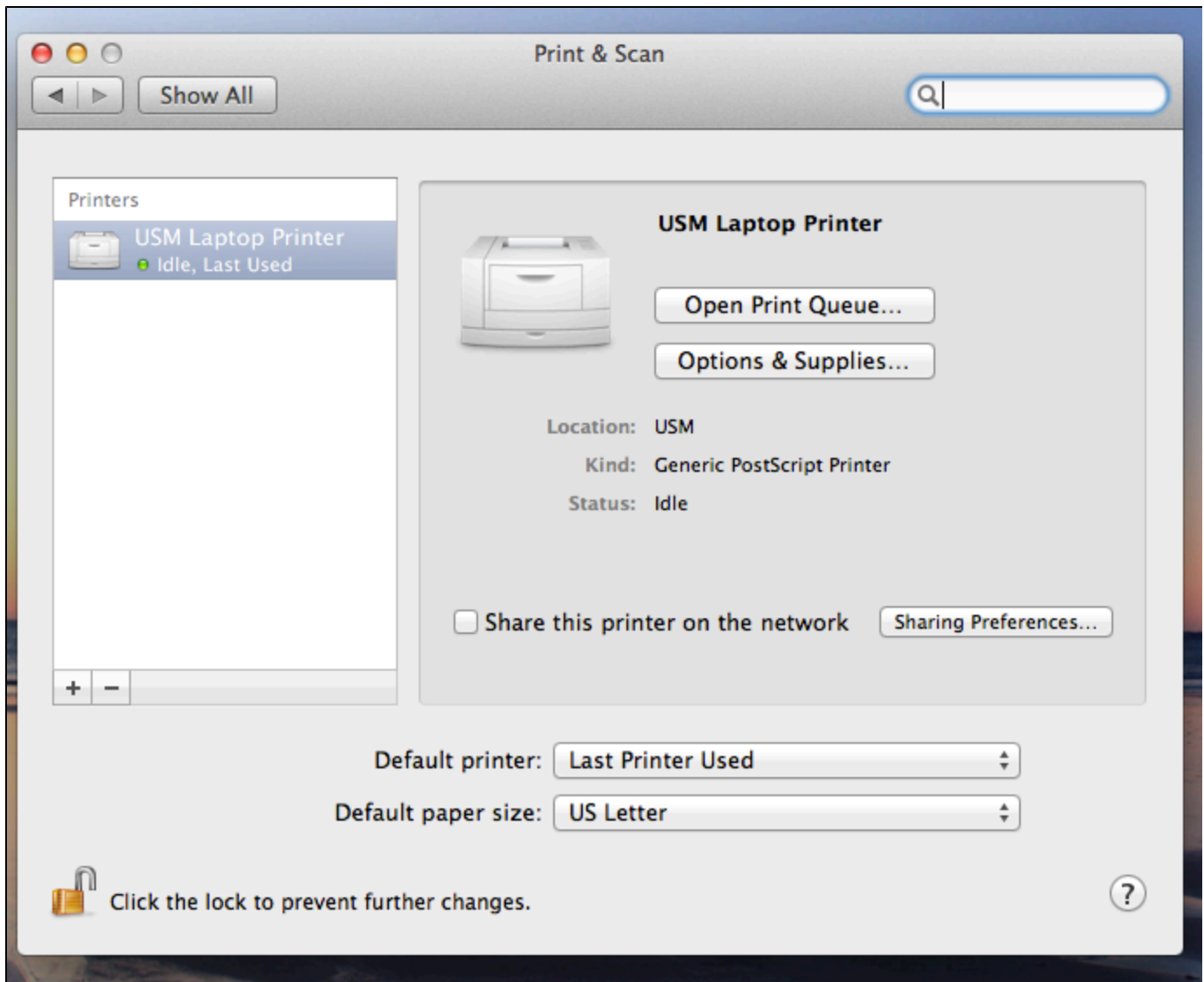
1. Open the (**Apple menu**) in the top-left corner of the screen
2. Select (**System preferences**)



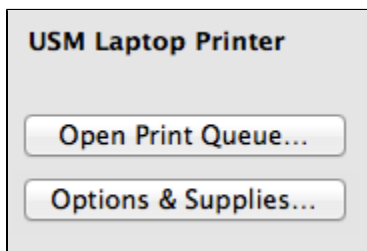
3. In the Hardware row select (**Print & Fax**) or (**Print & Scan**)



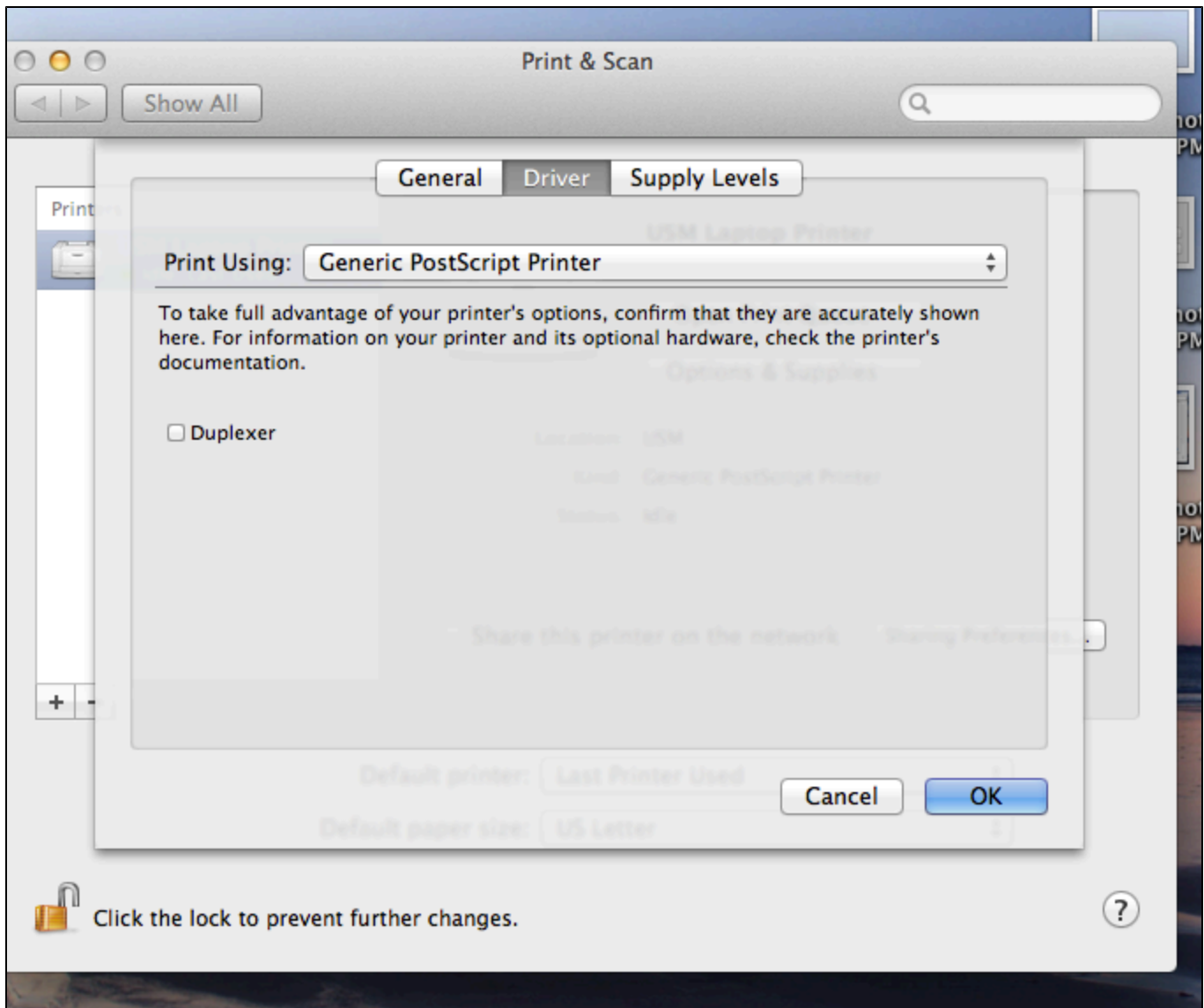
4. Highlight (USM laptop printer)



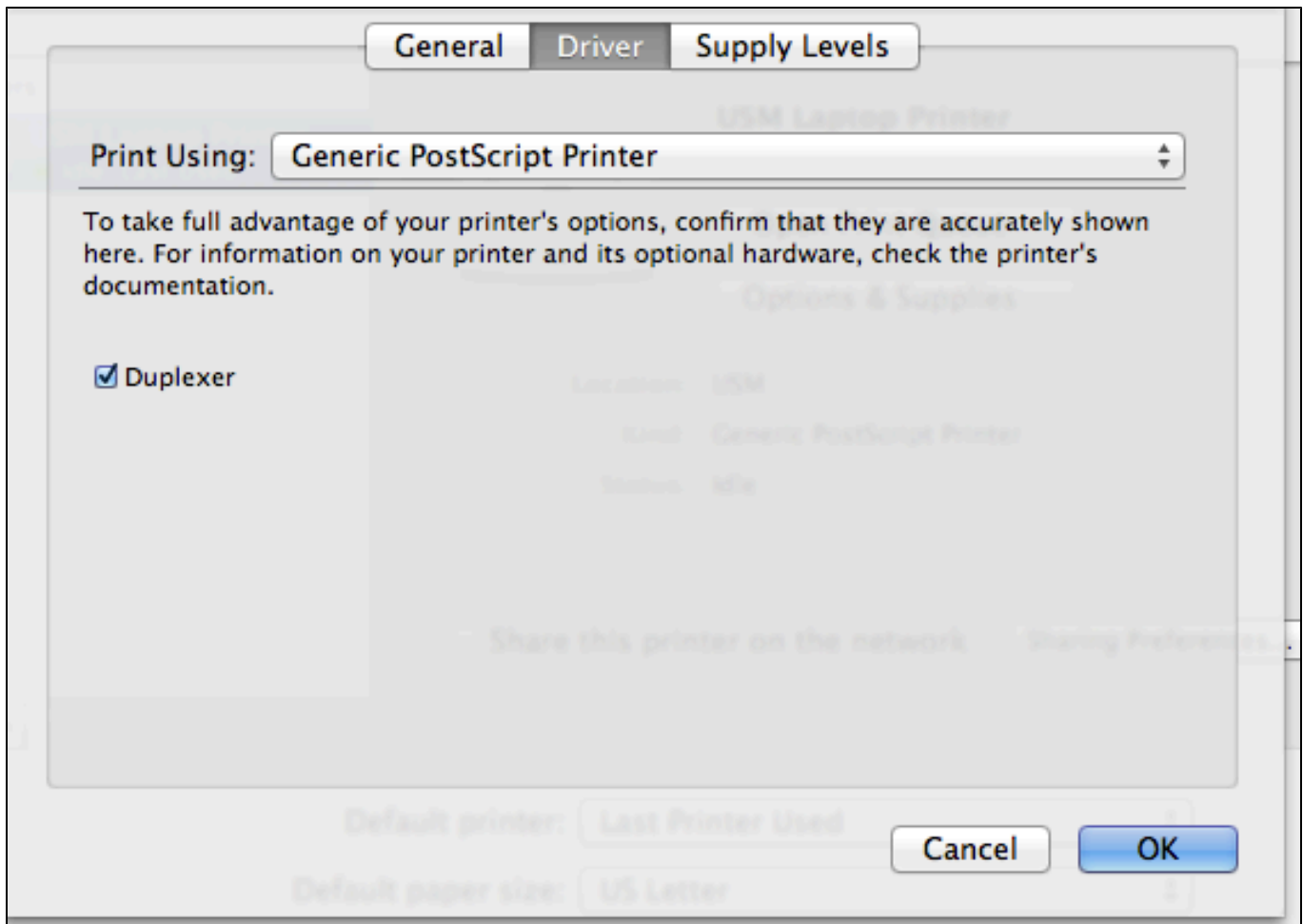
5. Select (Option supplies)



6. Open the (Driver Tab)



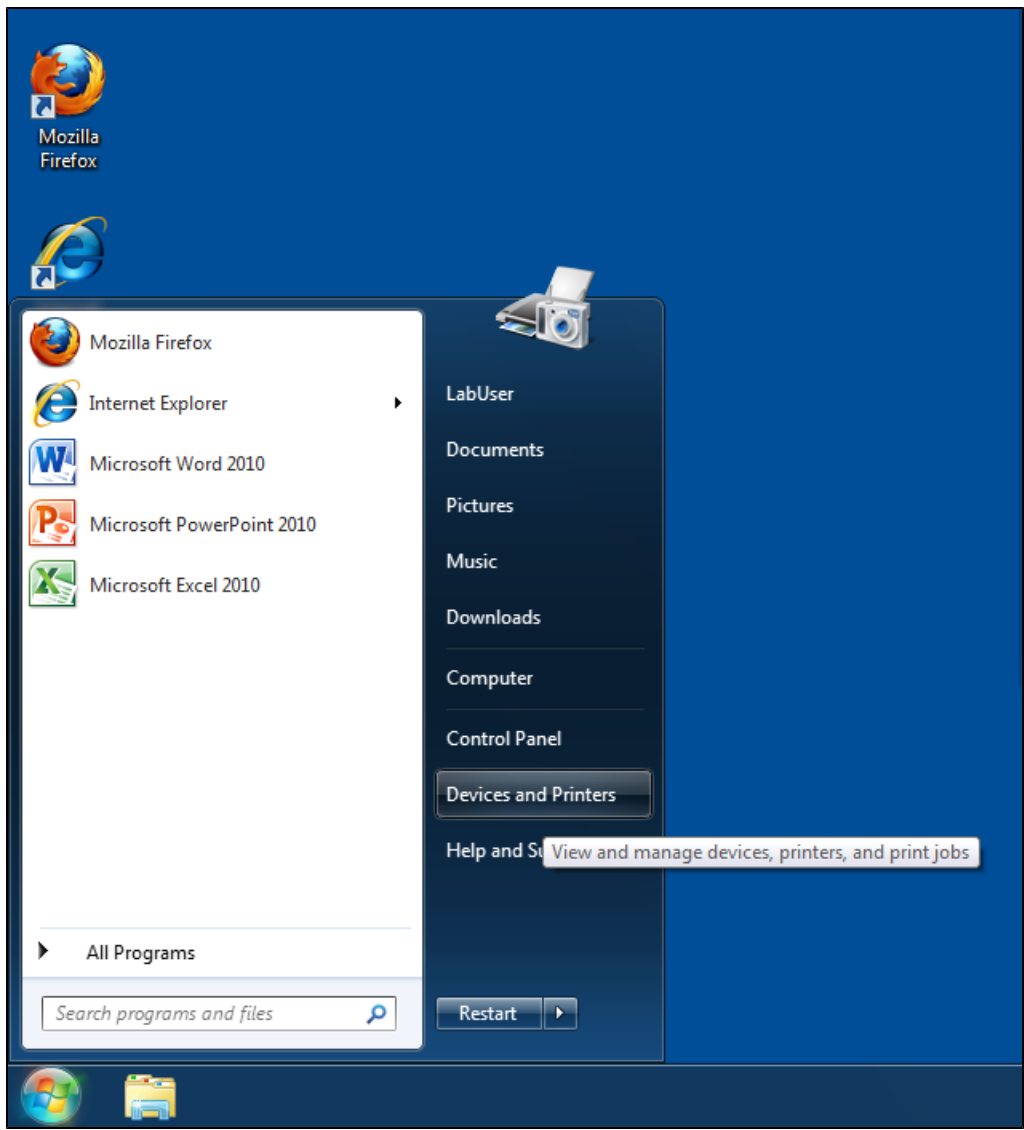
7. Check the (duplex- Unit box) or (duplexer box)



8. Press (ok)

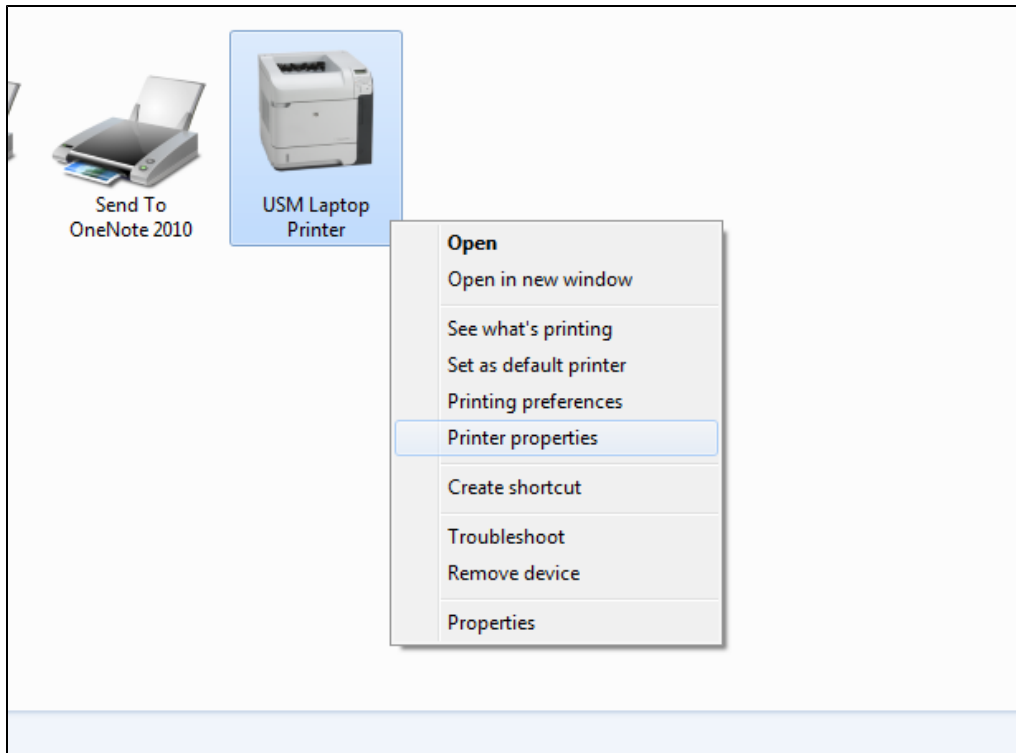
When using a PC:

1. Open the start menu
2. Navigate to right tab bar, select (**Devices & printers**)

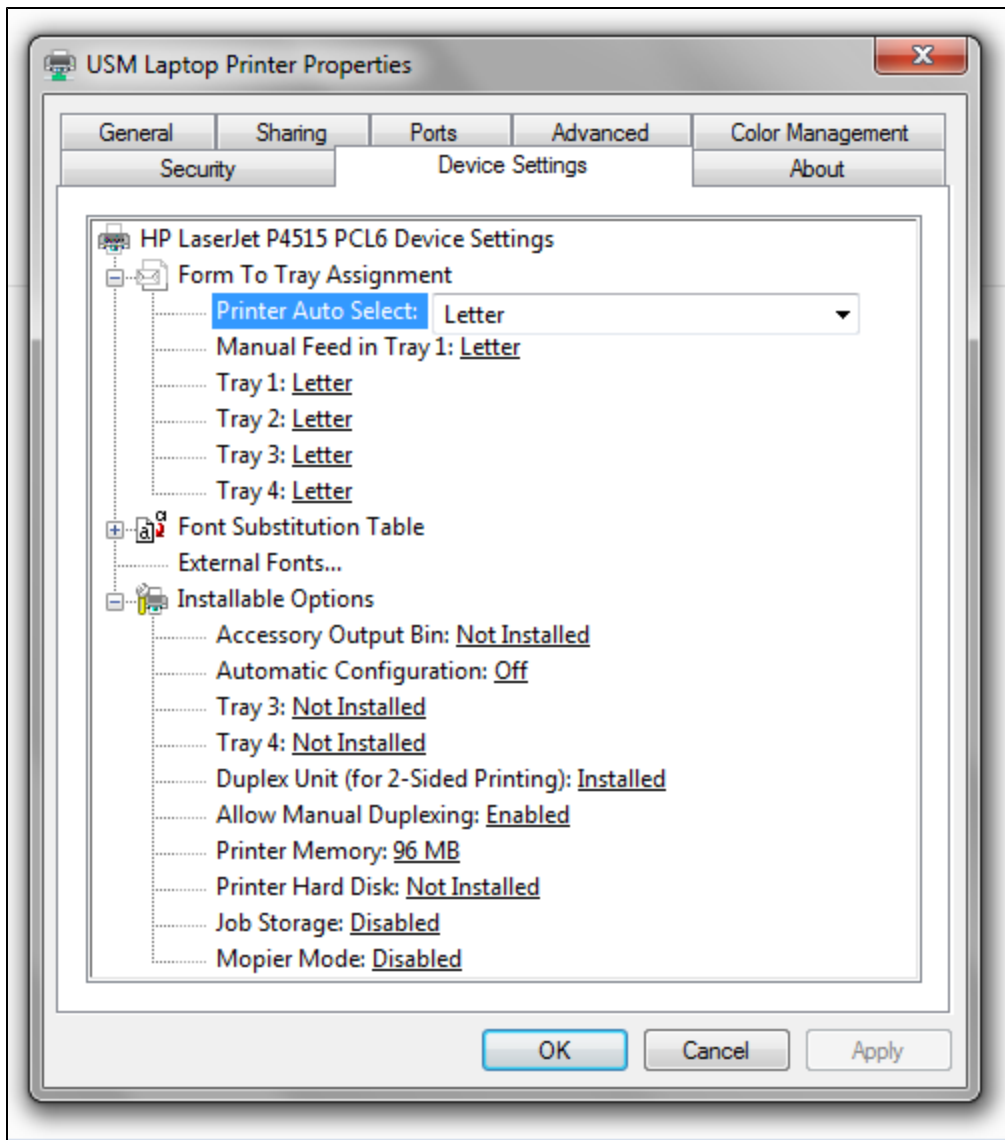


3. Right click (**USM laptop printer**)

4. Select (**printer properties**)

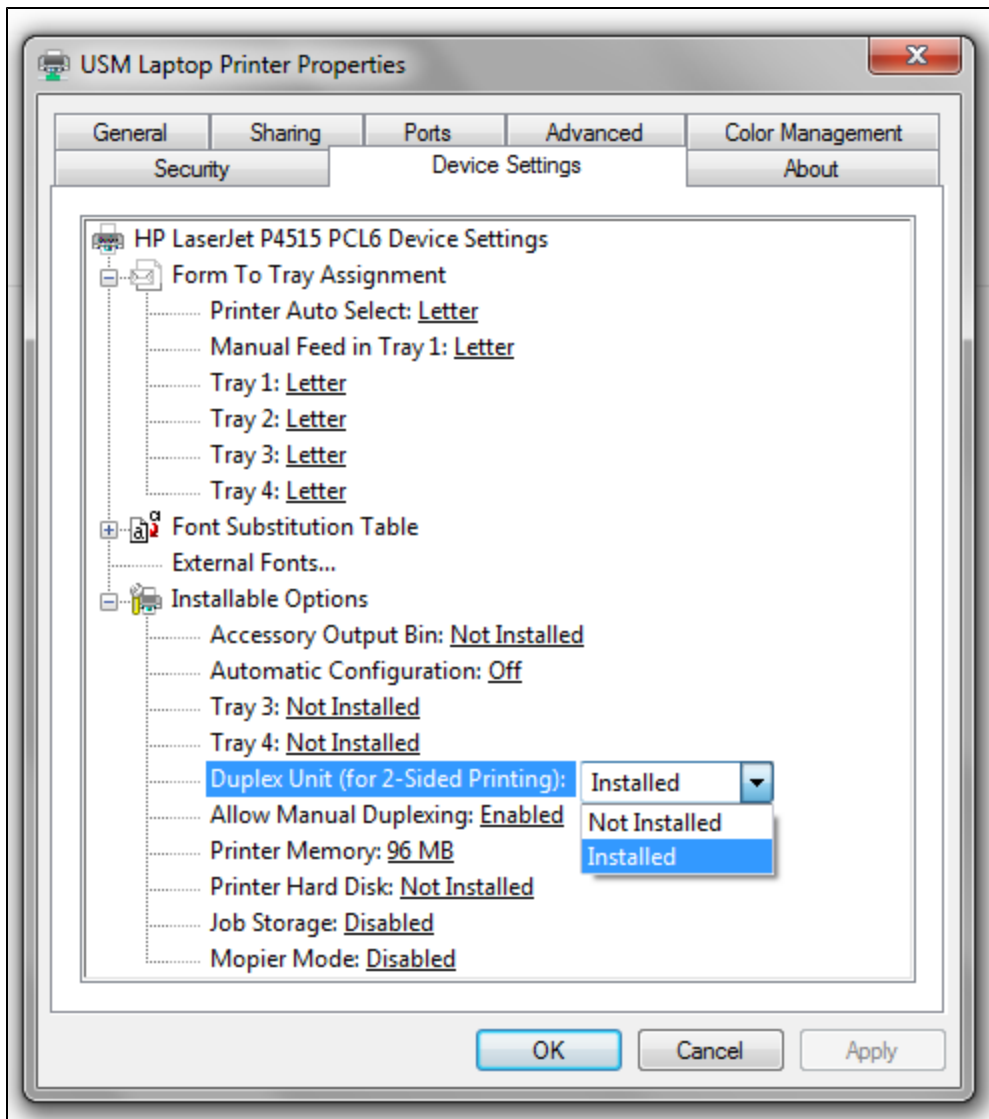


5. Select the **(Device settings tab)**



6. Expand (**installable option**) tree

7. Select (**duplex unit**) -- change to installed



8. Select Apply

Credit to original creator: Bruce Gerry