

Double-sided Printing

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Double-sided printing, sometimes called duplex printing, is possible thanks to the installed duplexers on several of our printers around the building. Check the printer list for an updated list of which printers have the duplexer built in.

How to print two-sided documents from Windows:

First, choose Print from your application. Choose a printer that supports duplexing. Click "Properties" next to the printer.

For this example, I'll use Sailfish. Choose "Flip on Long Edge" from "Print on Both Sides" for portrait-style (tall) duplexing, or "Flip on Short Edge" for landscape-style (wide) duplexing.