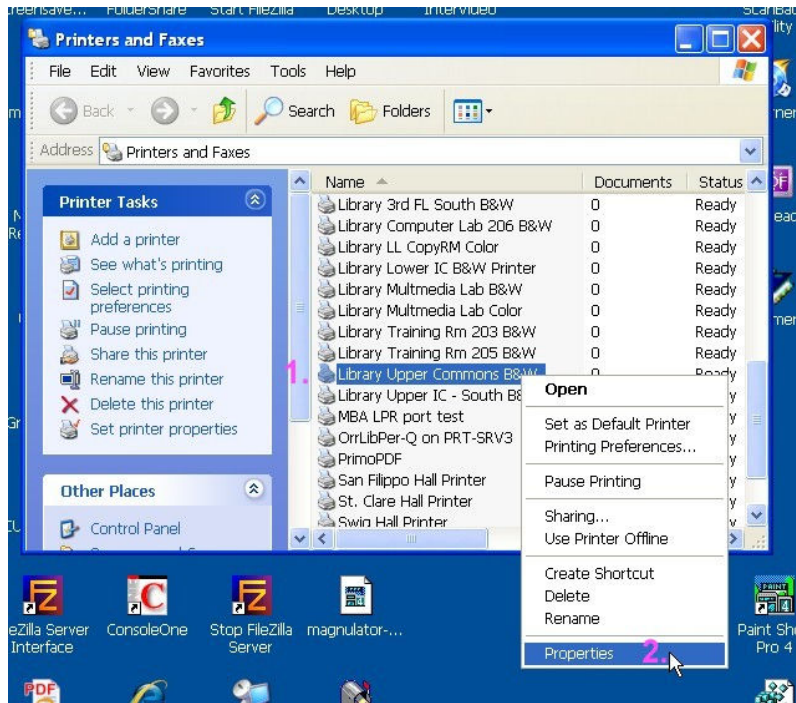


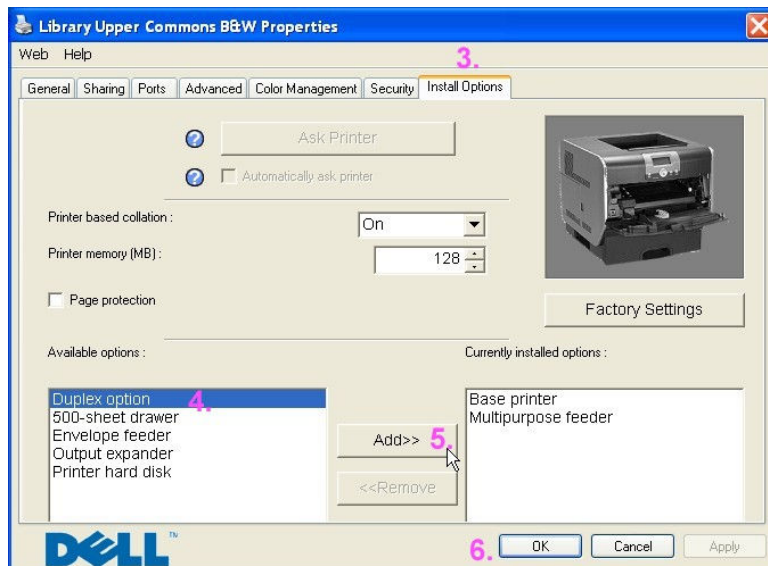
How to Print Double-Sided on the Black and White Dell 5310 Printer under Windows XP

First, we need to make sure the computer knows the printer has the duplexing option installed on the printer. You need to do this once during your computing session.

1. Click on *Start* and then *Printers and Fax* to bring up the printers. RIGHT click on the printer. In this example, we are going to select the Library Upper Commons B&W printer.
2. Click on *Properties*.

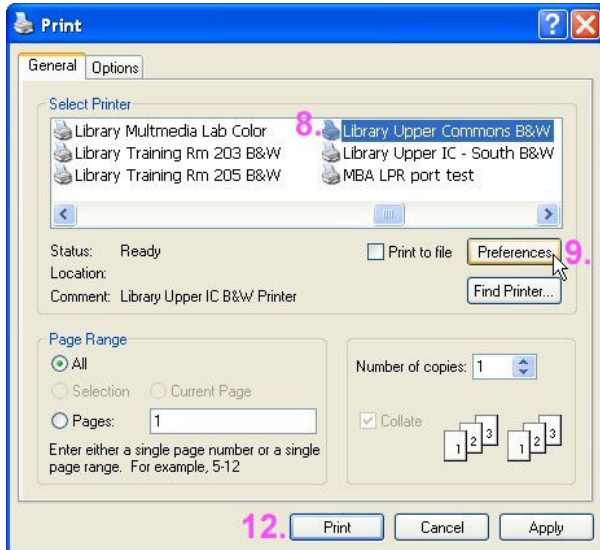


3. Click on the *Installed Options* tab. Look under the *Currently installed options* box and see if *Duplex option* is displayed. Skip to step 6 if it is already installed.
4. Click on *Duplex option*.
5. Click on *Add* button. *Duplex option* should now be displayed under the *Currently installed options* box.
6. Click on the *OK* button.

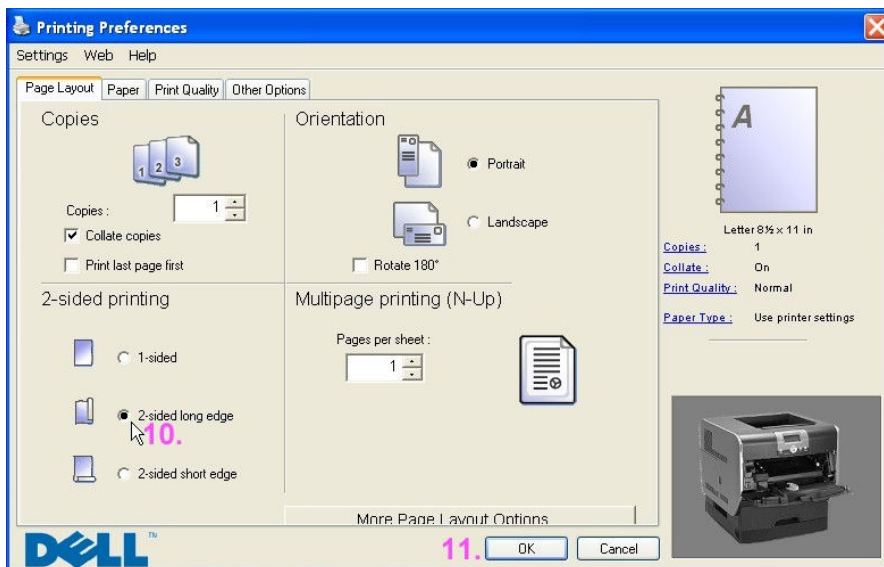


The computer now knows the printer has a duplexer to print double-sided. Now we go to our application to print double-sided.

7. In your application, click on the *print* option to bring up the printer dialog box.
8. Select your printer. In our example, we are selecting the Library Upper Commons B&W printer.
9. Now, click on the *Preferences* or *Properties* button (depends on your application).



10. Select the *2-sided long edge* option for double-sided printing.
11. Click the *OK* button.



12. Back at the Printer dialog box, click on the *Print* button to send your print job to the printer.

To go back to single-sided printing, select the *1-side* button in step 10.