

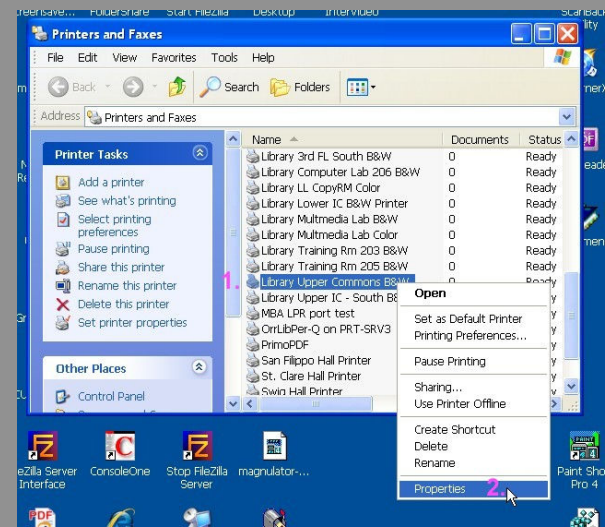
Step 1: Click on *Start* and then *Printers and Fax*. Right Click on your Printer.

Step 2: Click on *Properties*.

Step 3: Click on the *Installed Options* tab and see if Duplex Option is displayed (Skip to step 6 if already installed).

Step 4: Click on *Duplex Option*.

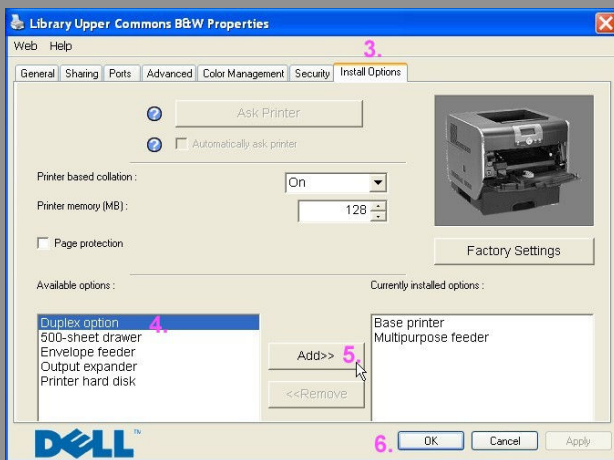
Step 5: Click *Add* button. *Duplex option* should be displayed under the *Currently installed options* box. Click *Ok* button.



Duplex Printing at SCU

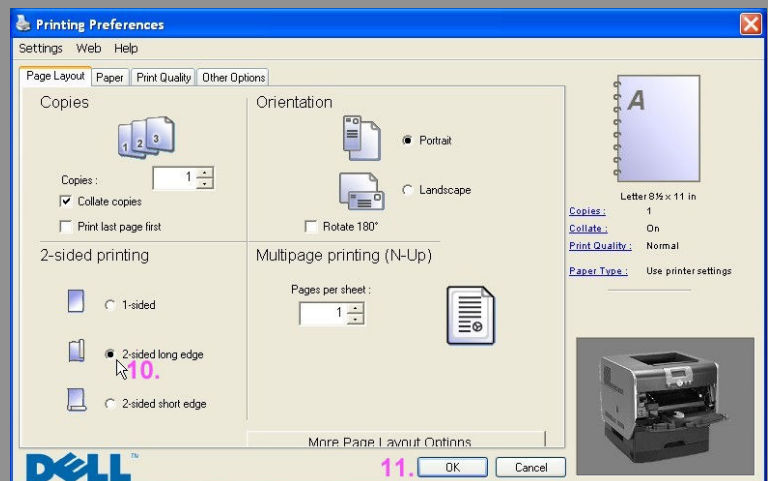
TWO *become* **ONE**

Instructions for PC Computers



Now your computer knows the printer has duplex printing capability.

Step 6: In your application, click on the *print* option to bring up the printer dialog box.



Step 7: Select your printer.

Step 8: Click *Preferences* or *Properties* button.

Step 9: Select *2-sided long edge* option. Click *Ok*.