

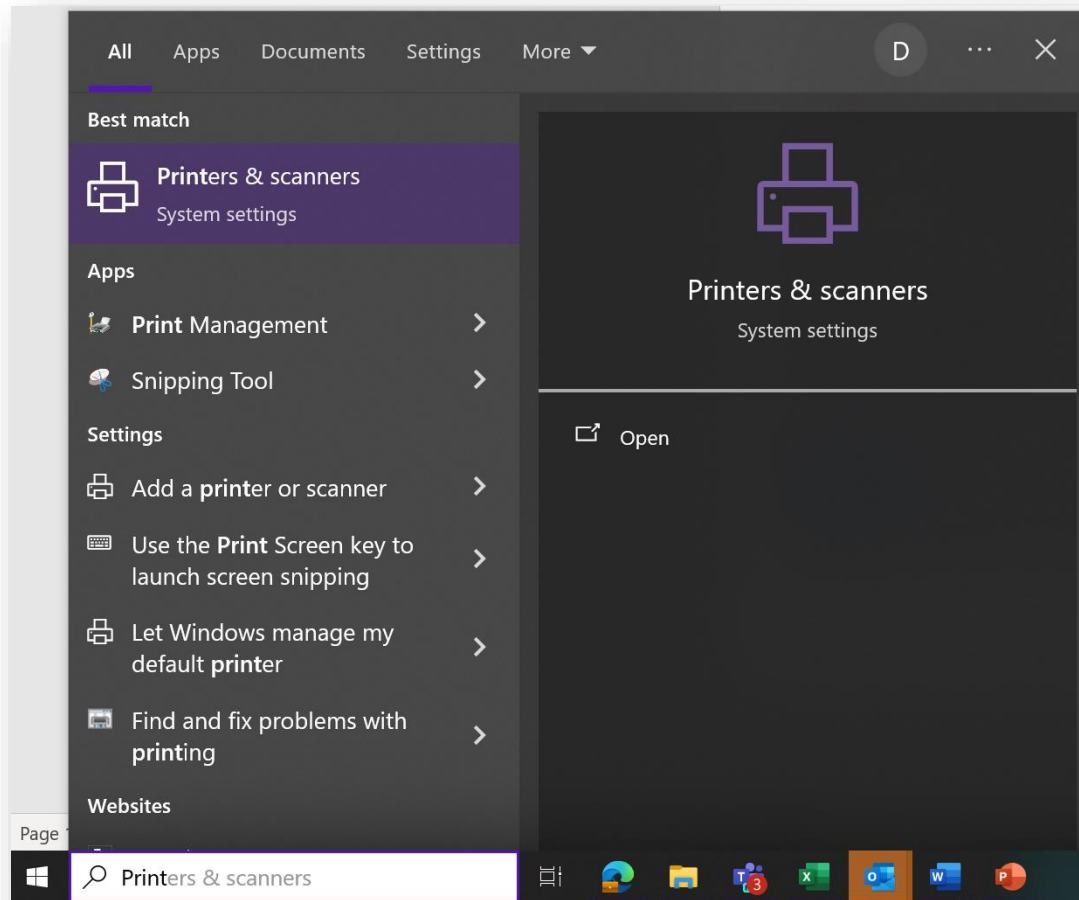


KNOW-HOW-GUIDE HOW TO ENABLE PRINTING DUAL- SIDED

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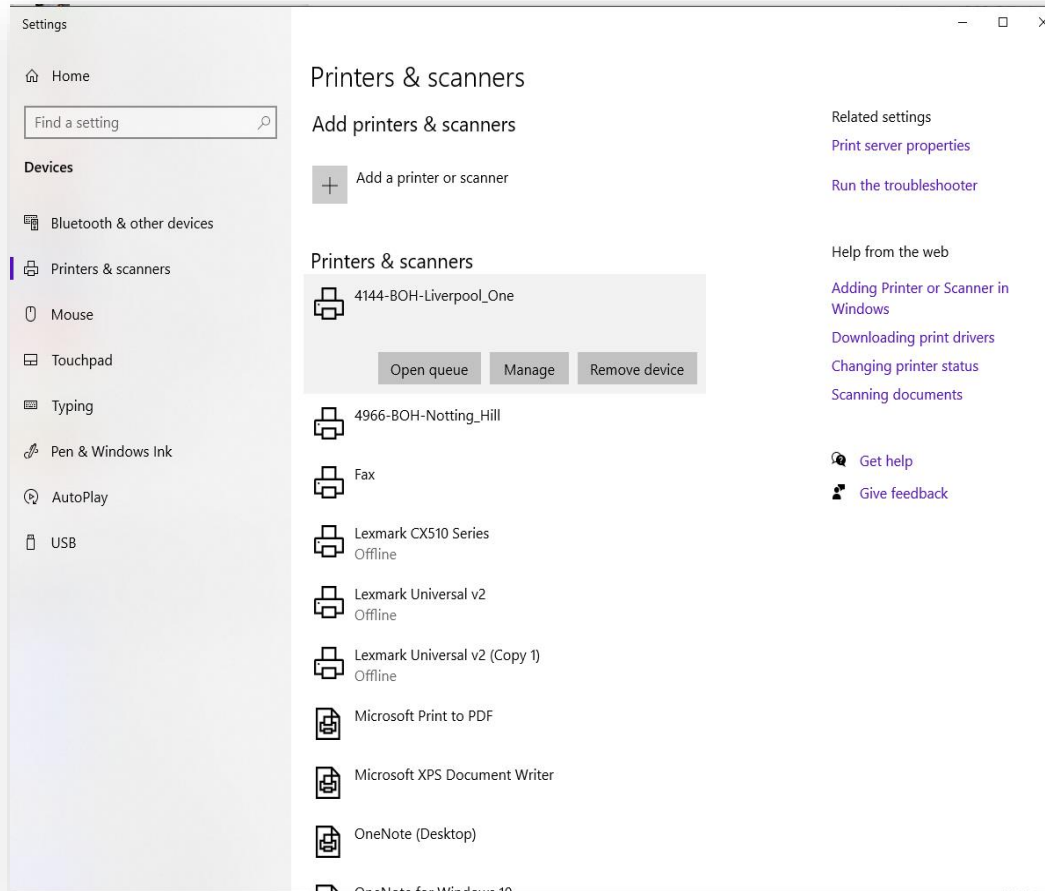
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ENABLING DUAL-SIDED PRINTING



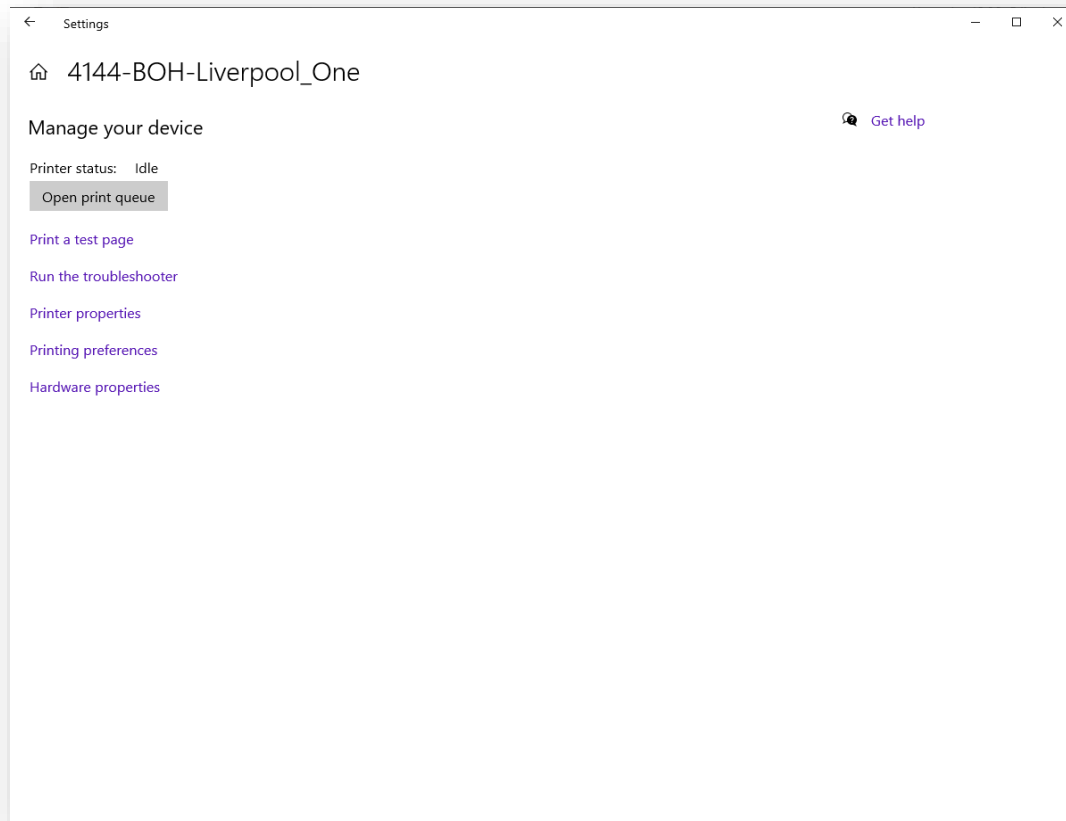
Open Printers & Scanner
from the search bar

ENABLING DUAL-SIDED PRINTING



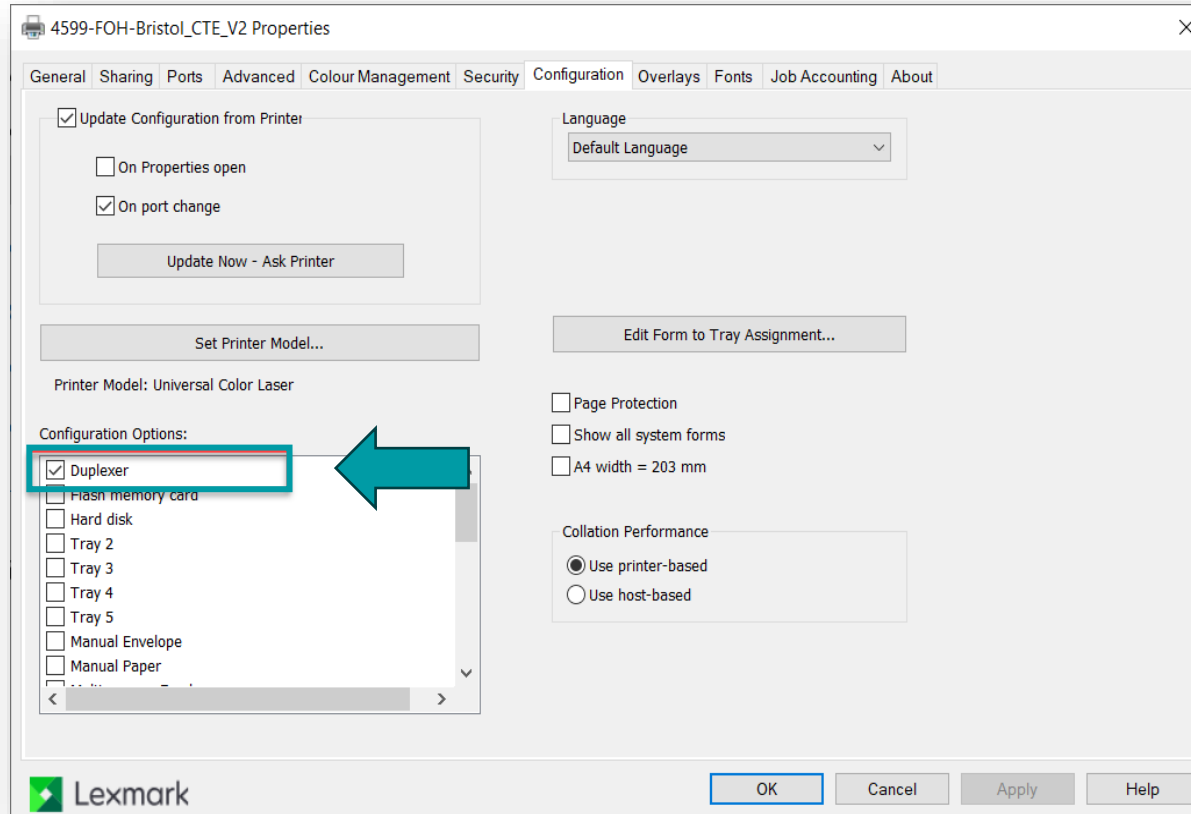
Select your printer and click
manage

HEADING 2=



Select printer properties

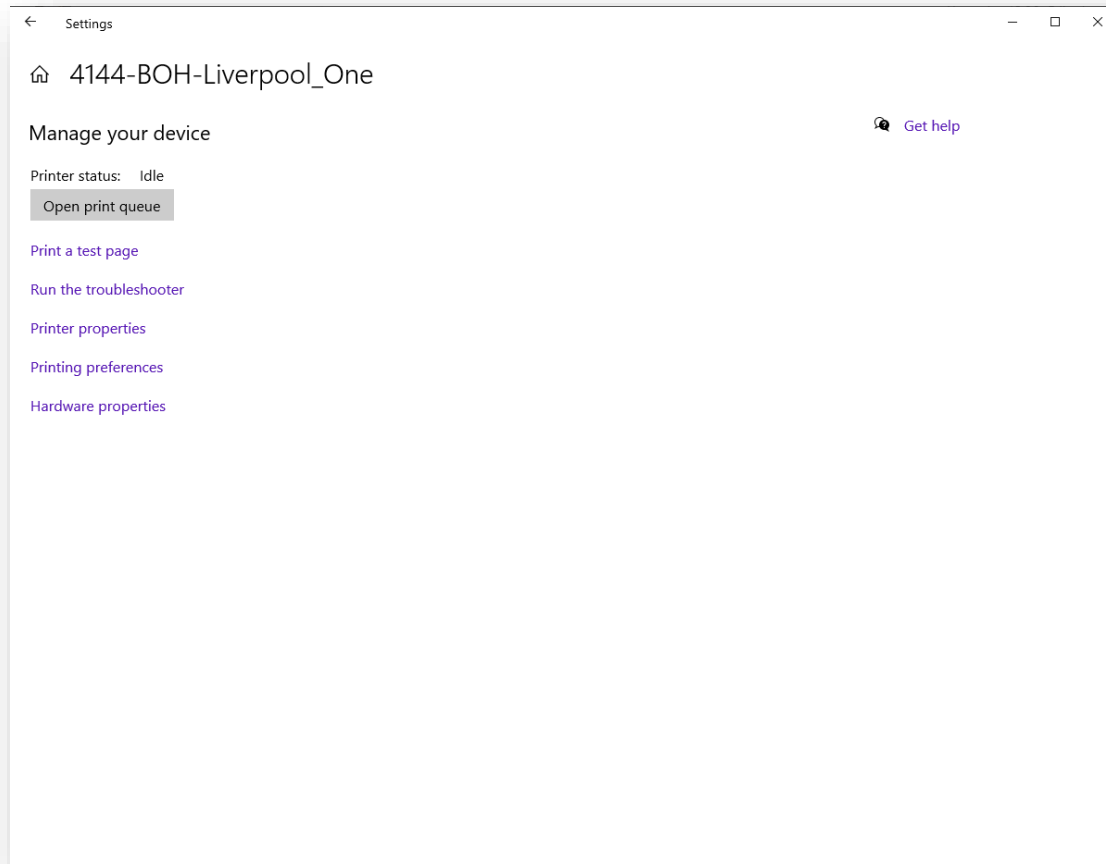
ENABLING DUAL-SIDED PRINTING



Under configuration, tick
'DUPLEXER' and then click
'APPLY'

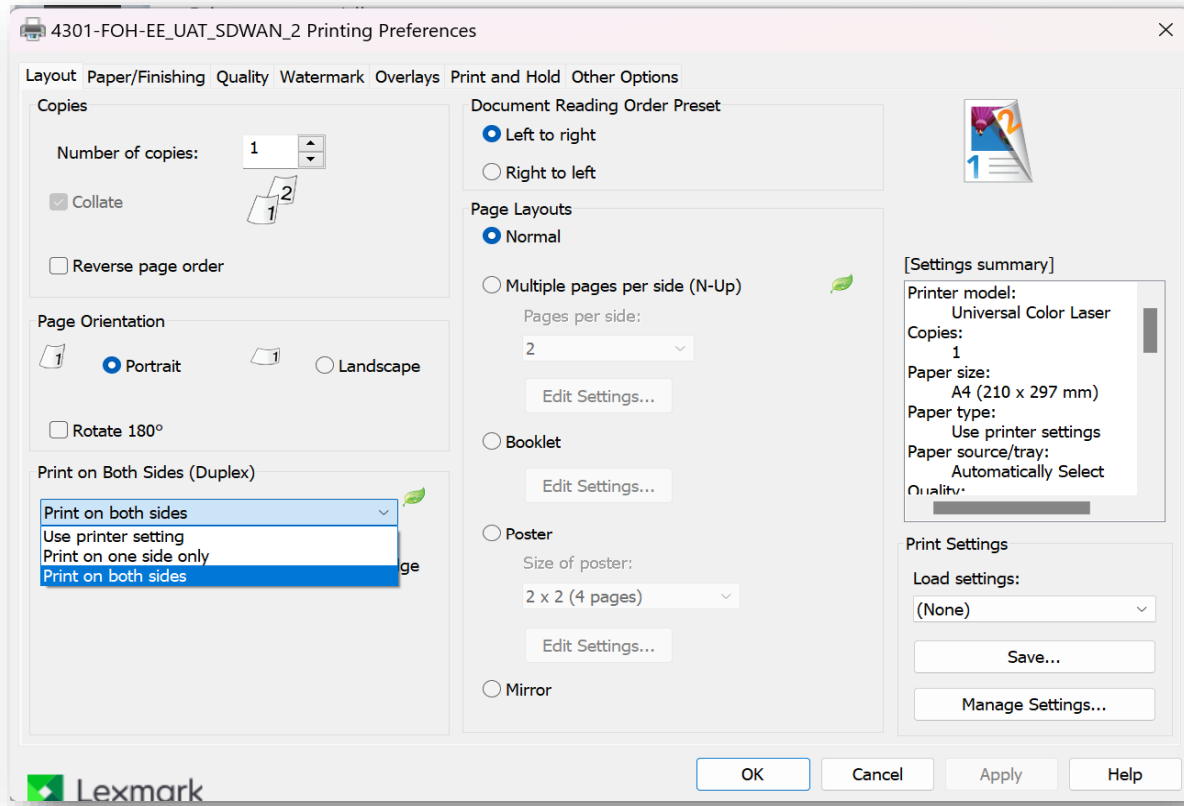
Click 'OK'

ENABLING DUAL-SIDED PRINTING



Select
'PRINTING PREFERENCES'

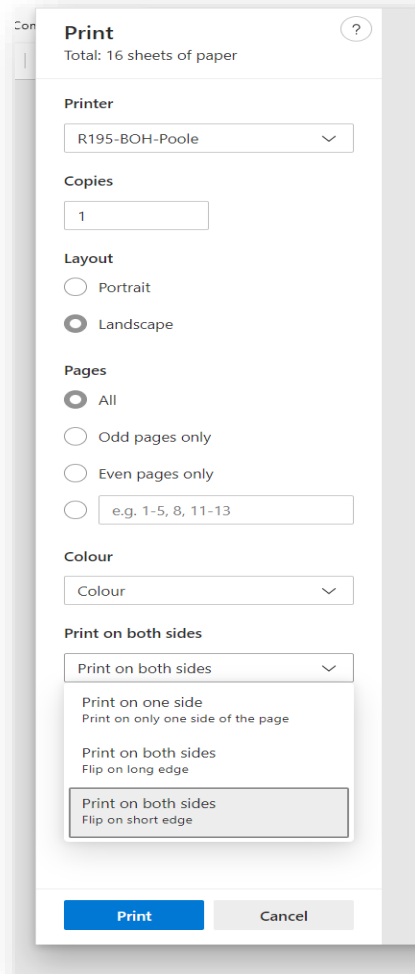
ENABLING DUAL-SIDED PRINTING



Under layout, select 'PRINT ON BOTH SIDES'

Click 'APPLY' then 'OK'

ENABLING DUAL-SIDED PRINTING



The screenshot shows a 'Print' dialog box with the following settings:

- Printer:** R195-BOH-Poole
- Copies:** 1
- Layout:** Landscape (selected)
- Pages:** All (selected)
- Colour:** Colour
- Print on both sides:** Print on both sides (selected)

The 'Print on both sides' dropdown menu is open, showing three options:

- Print on one side
Print on only one side of the page
- Print on both sides
Flip on long edge
- Print on both sides
Flip on short edge (highlighted)

At the bottom of the dialog are 'Print' and 'Cancel' buttons.

Before printing, ensure you have
selected
'PRINT ON BOTH SIDES' option

Click 'PRINT'

VERSION CONTROL

Version	Date	Reason for change	Owner of change
1.0	11/06/23	Update to document	Nargis Mohamed