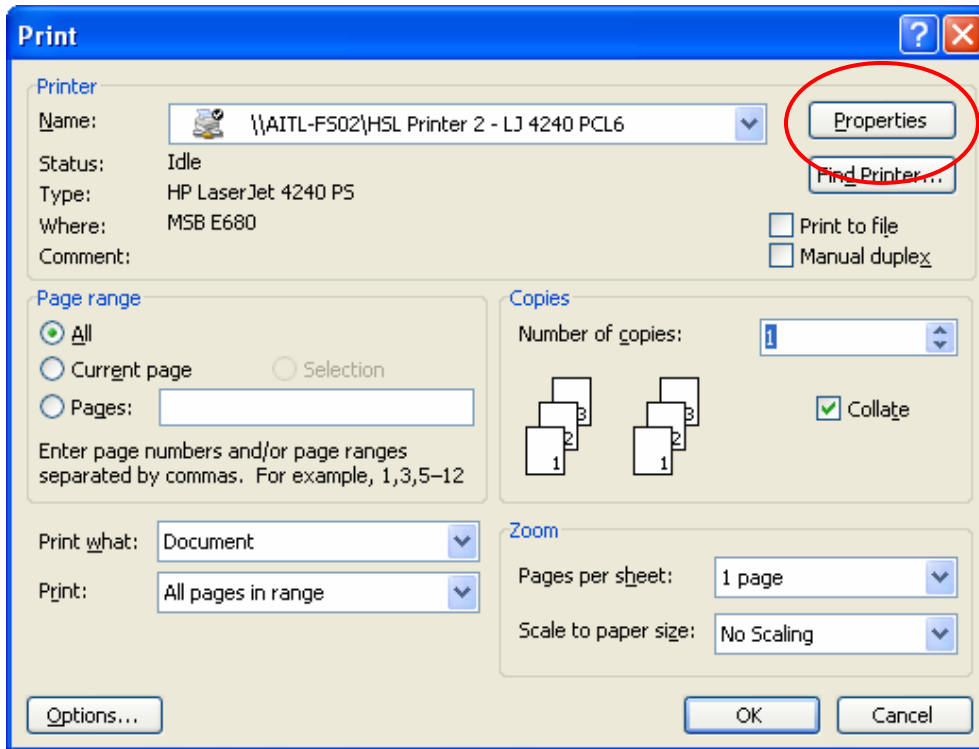
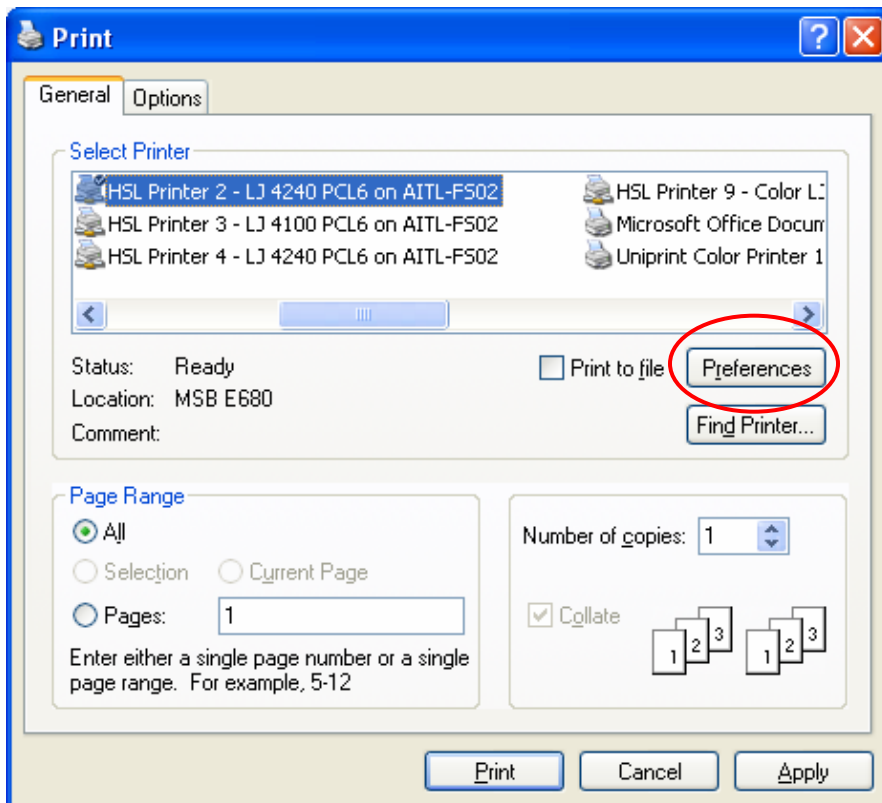


Duplex Printing on HSL Lab Printers

Printers 2, 4, (black and white) 9, and 11 (color) in the HSL Library computer lab have duplex (front and back) printing capability. Follow the instructions below to setup for duplex printing.

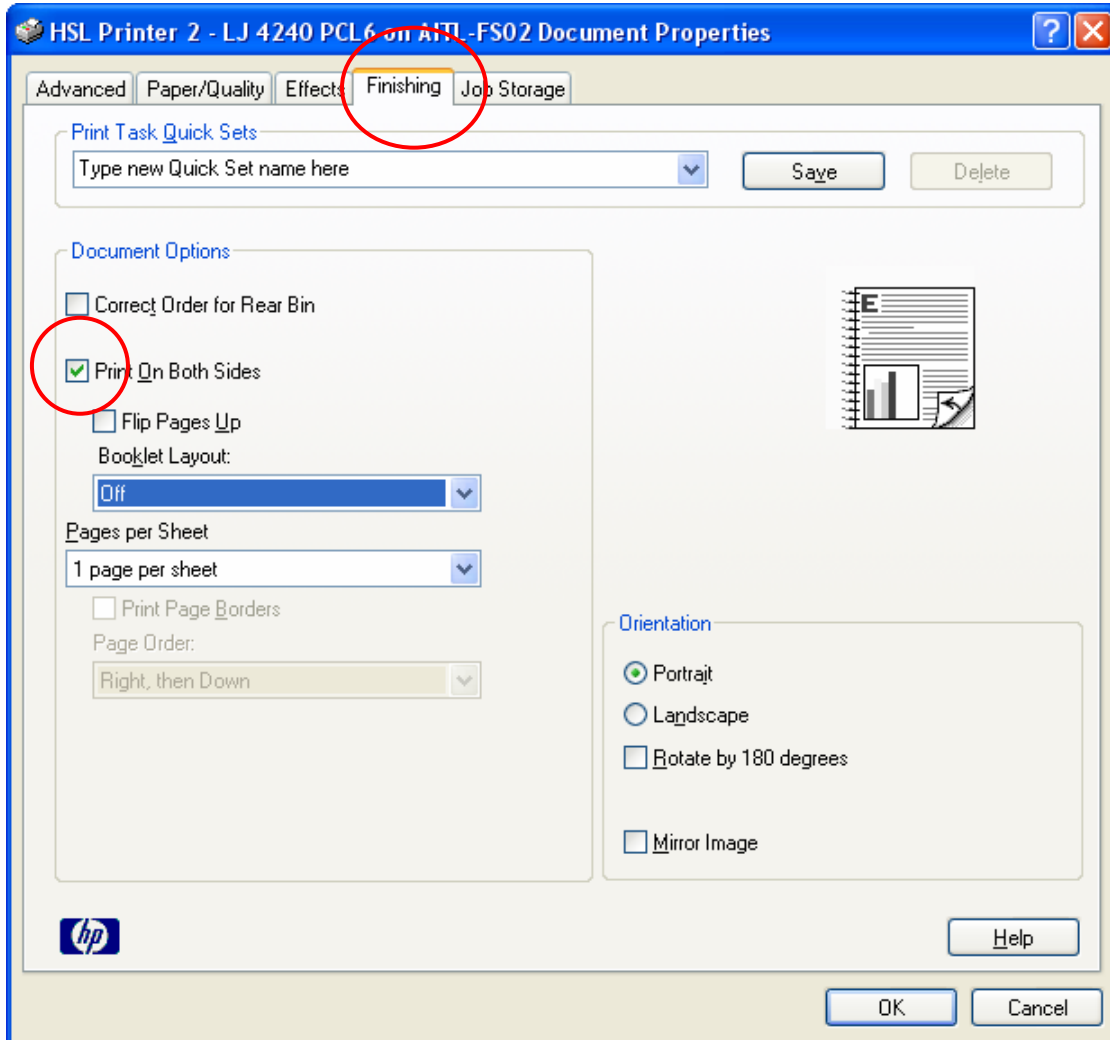


Step 1:
Go to the File menu and choose Print in your application. In Microsoft Office and Adobe Acrobat applications click on the Properties button.



In Internet Explorer click on the Preferences button.

Duplex Printing on HSL Lab Printers



Step 2:
Then click on the Finishing tab.

Click in box to choose “Print On Both Sides.”

Click OK to save your selection and click OK again in the print window to send your print