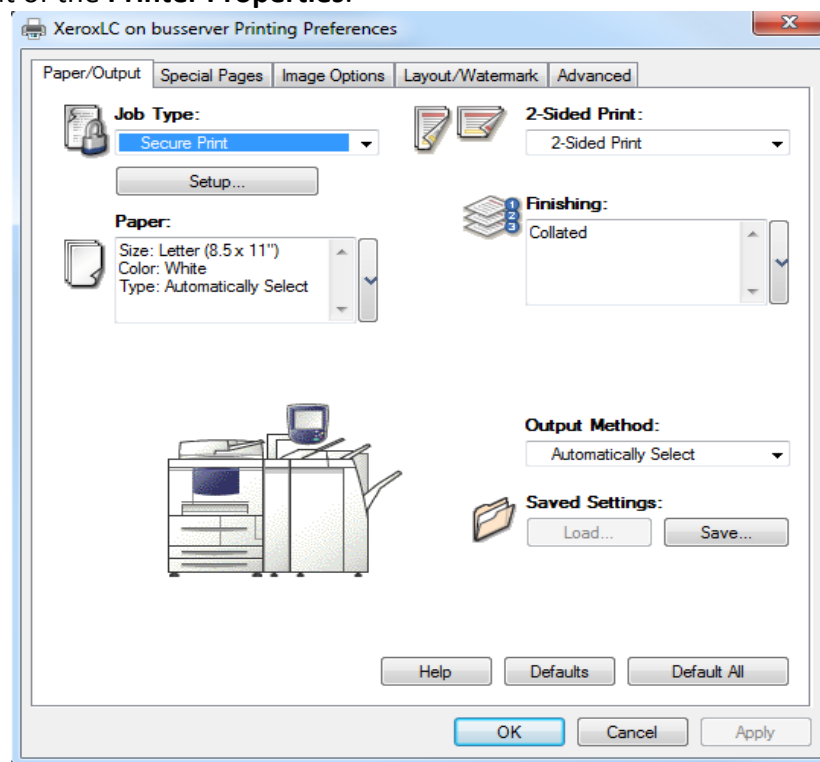


How to setup the Xerox copiers for 2 sided printing

Windows XP

1. Click on the Start Menu, Settings, Printers and Faxes.
2. Right click on the Xerox copier and select **Properties** from the drop down menu.
3. When the **Printer Properties** dialog box appears select the **Printing Preferences** button in the lower portion of the window.
4. In the upper right corner of the **Printing Preferences** dialog box you will see the **2-Sided Print:** option (see image below).
5. Click on the arrow to the right of where it says **1-Sided Print** under the **2-Sided Print:** option and select the **2-Sided Print** option from the drop down list.
6. Click **Apply** and then **OK**.
7. Close out of the **Printer Properties**.



Windows 7

1. Click on the **Start Menu**, and then **Devices and Printers**.
2. Under **Printers and Faxes** right click on the Xerox copier and select **Printing preferences** from the drop down menu.
3. In the upper right corner of the **Printing Preferences** dialog box you will see the **2-Sided Print:** option (see box above).
4. Click on the arrow to the right of where it says **1-Sided Print** under the **2-Sided Print:** option and select the **2-Sided Print** option from the drop down list.
5. Click **Apply** and then **OK**.
6. Close out of the **Printer Properties**.