DOUBLE-SIDED PRINTING (Color)
Windows XP Desktop and Laptop

Automatically set your computer to print double-sided. It’s easy!

STEP 1: Click on “Start.” Click on “Printers and Faxes.”
STEP 2: Right click on checked printer and choose “Printing Preferences…”.
STEP 3: Select “Finishing” tab.
STEP 4: Check on “Print On Both Sides.”
STEP 5: Type over “Type new Quick Set name here” with “Double-sided Color.”
STEP 6: Click “Apply” to set as default.

NOTE: You can always uncheck “Print on Both Sides” for single-sided print jobs.

SEE REVERSE SIDE
DOUBLE-SIDED PRINTING (color) - CON'T

Windows XP Desktop and Laptop

Automatically set your computer to print in color. It’s easy!

STEP 7: Select “Advanced” tab.
STEP 8: Click on “Color Printing Mode.”
STEP 9: From pull-down menu, select “True Color.”
STEP 10: Click “Apply” to set as default.

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