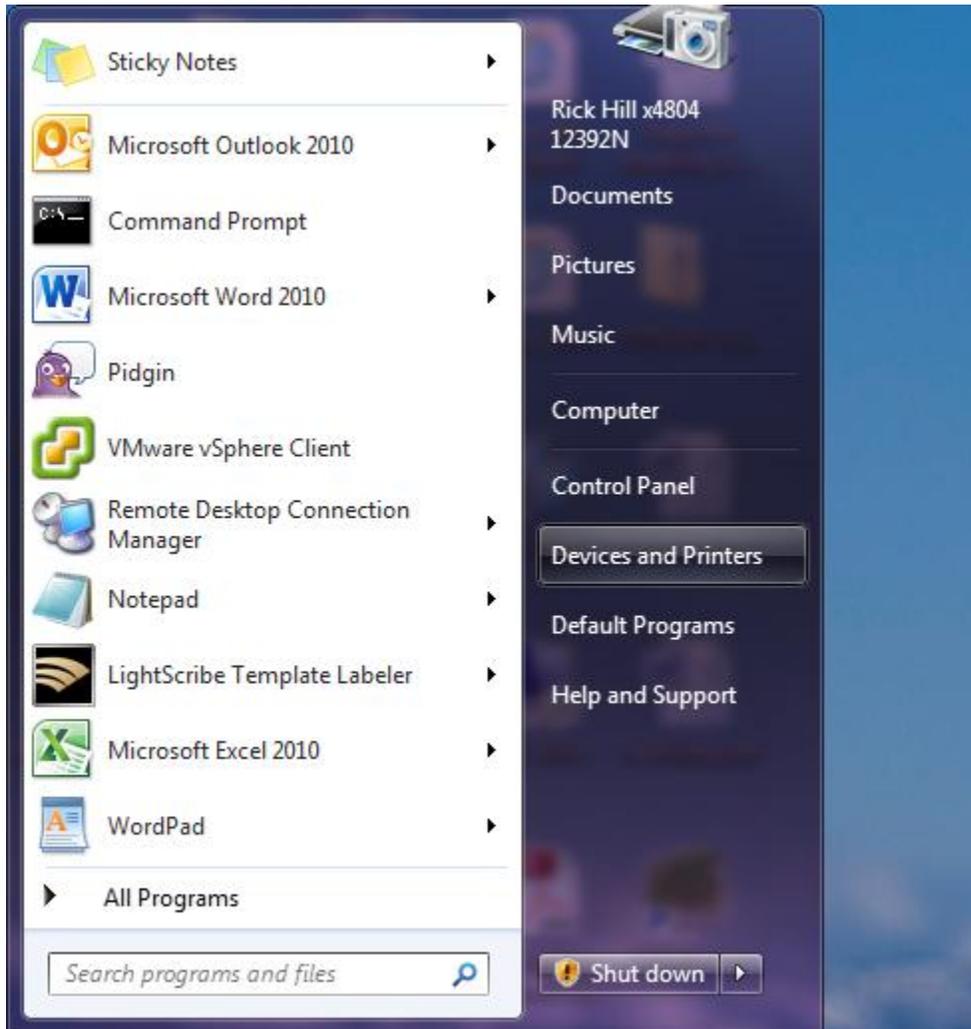
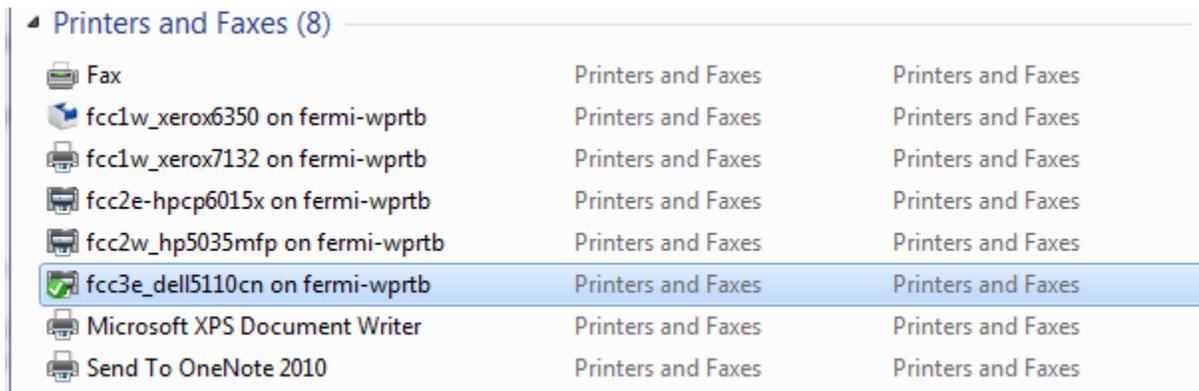


How to change duplex to single side printing

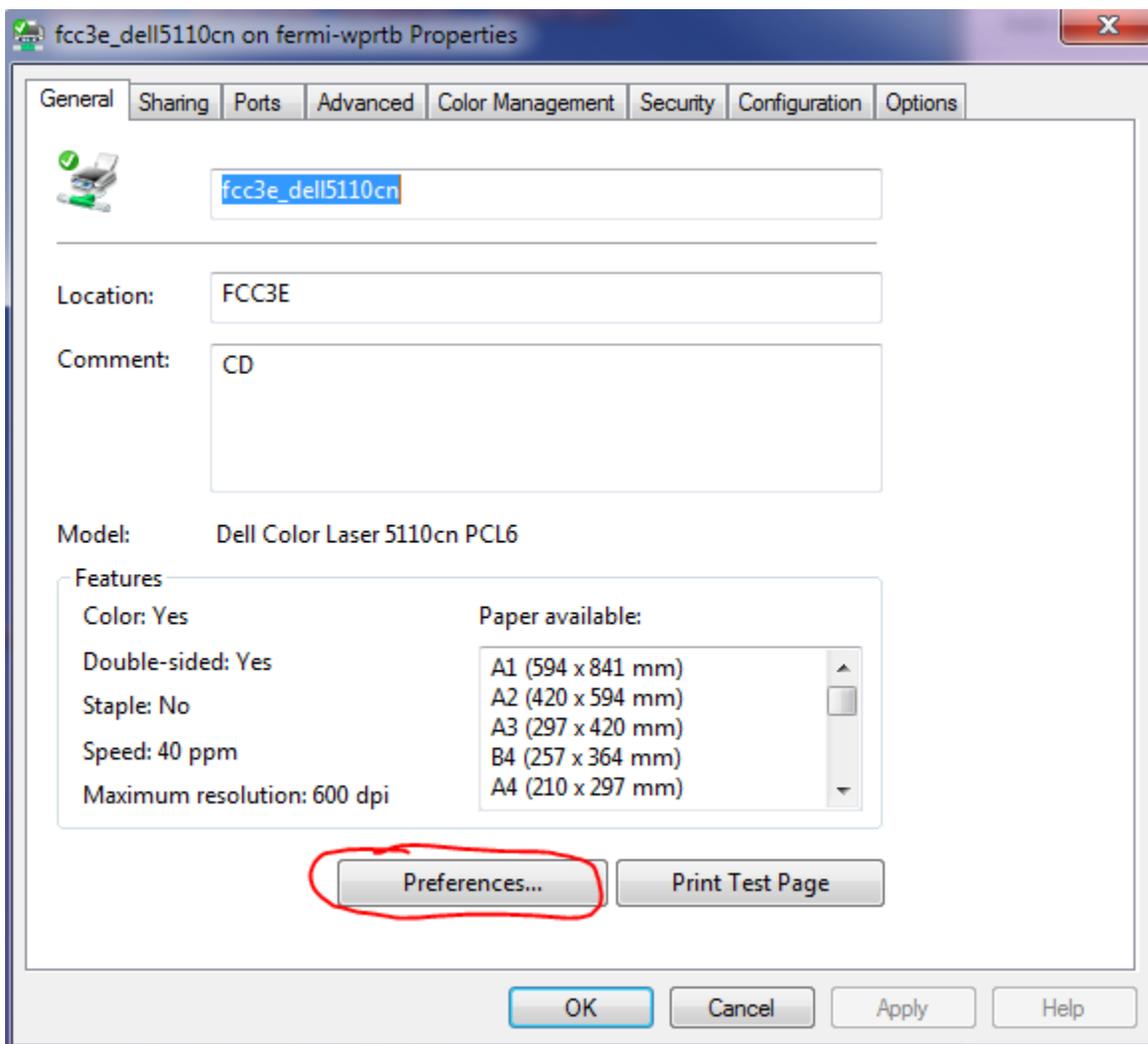
1. Go to start button and select Devices and Printers.



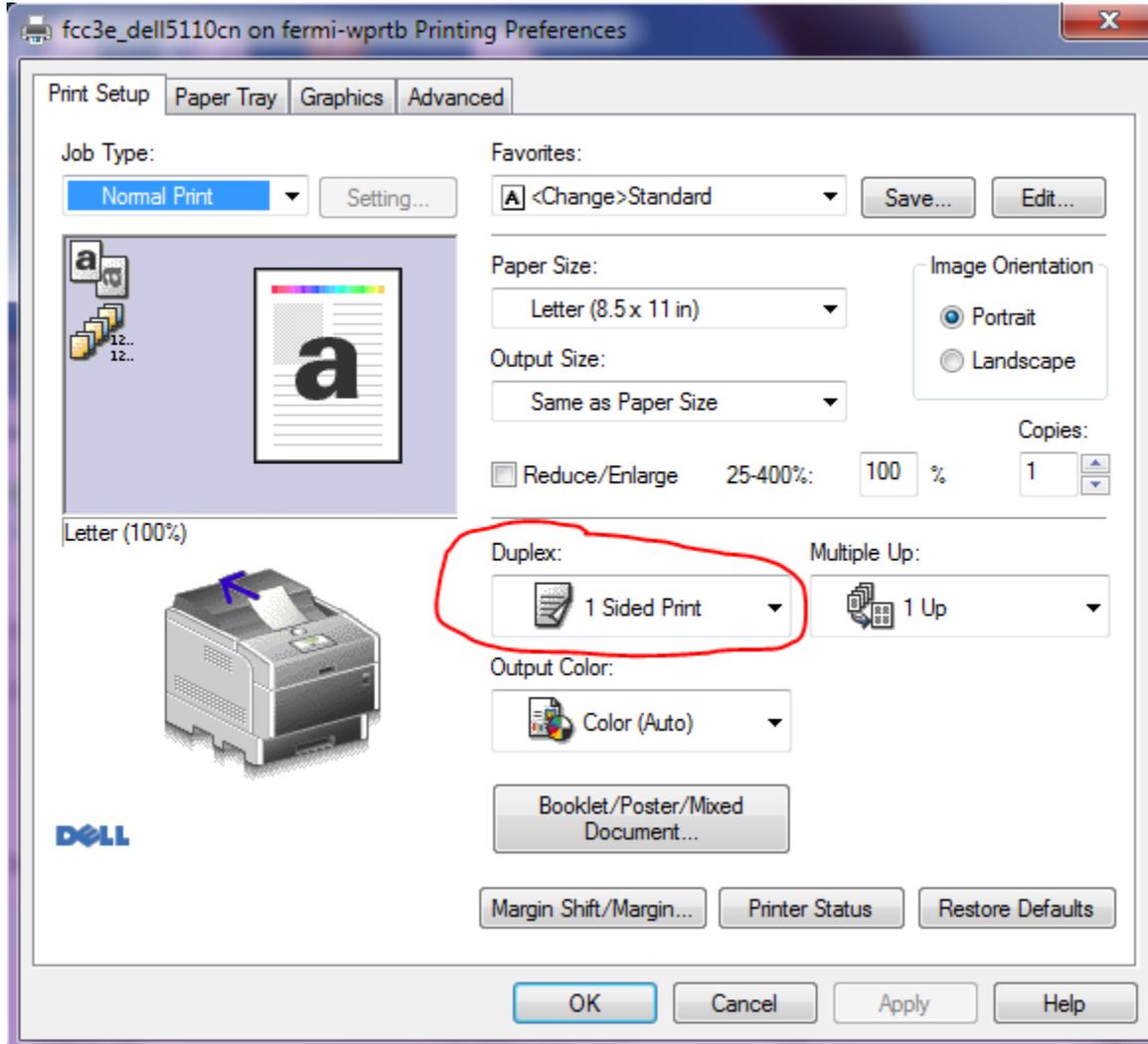
2. Right click on the printer of choice and select "printer Properties".



3. The printer properties window will appear, click on the Preferences radio button.



4. Change the duplex option to 1 Sided as shown below and click ok.



Notes: This is the basics for changing from Duplex printing to Single sided printing. However printer settings may vary depending on the manufacturer. If your printer preferences appear differently and you are not sure how to change the settings, open a service desk request to get assistance.