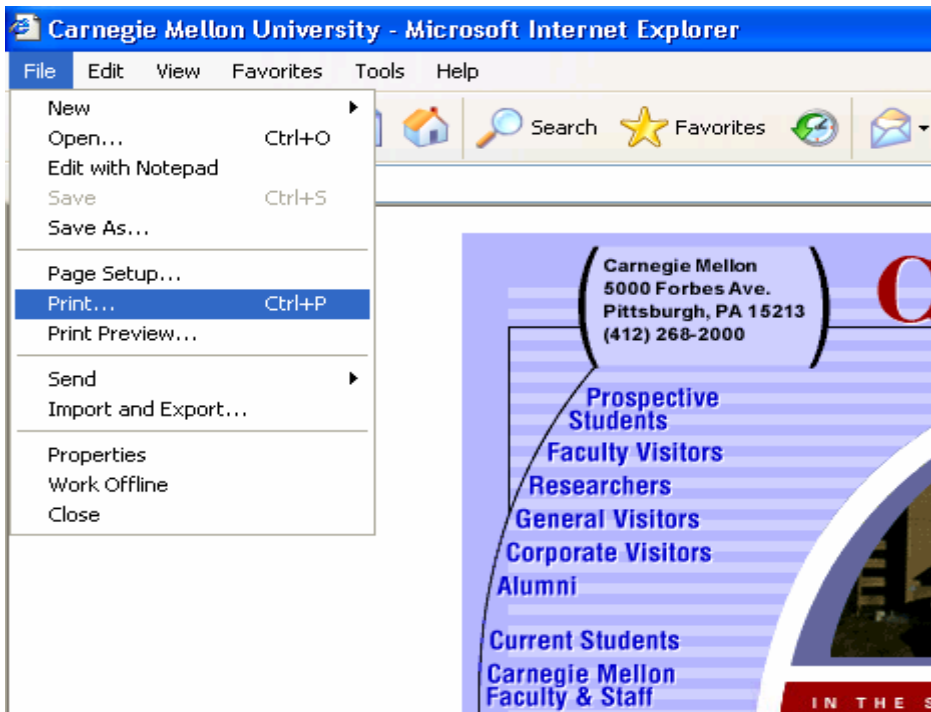
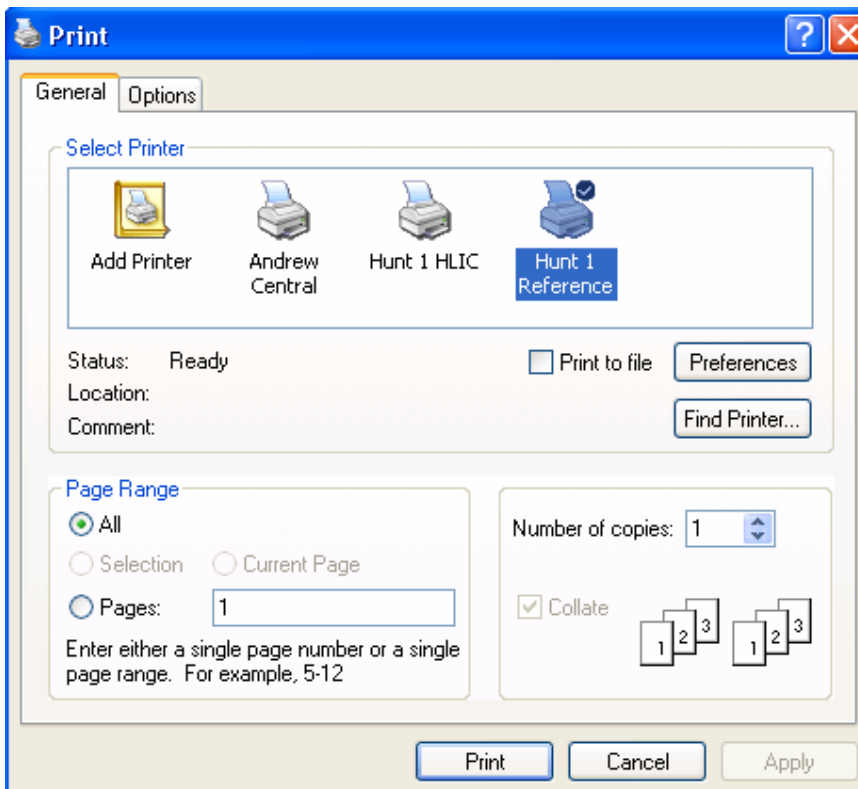


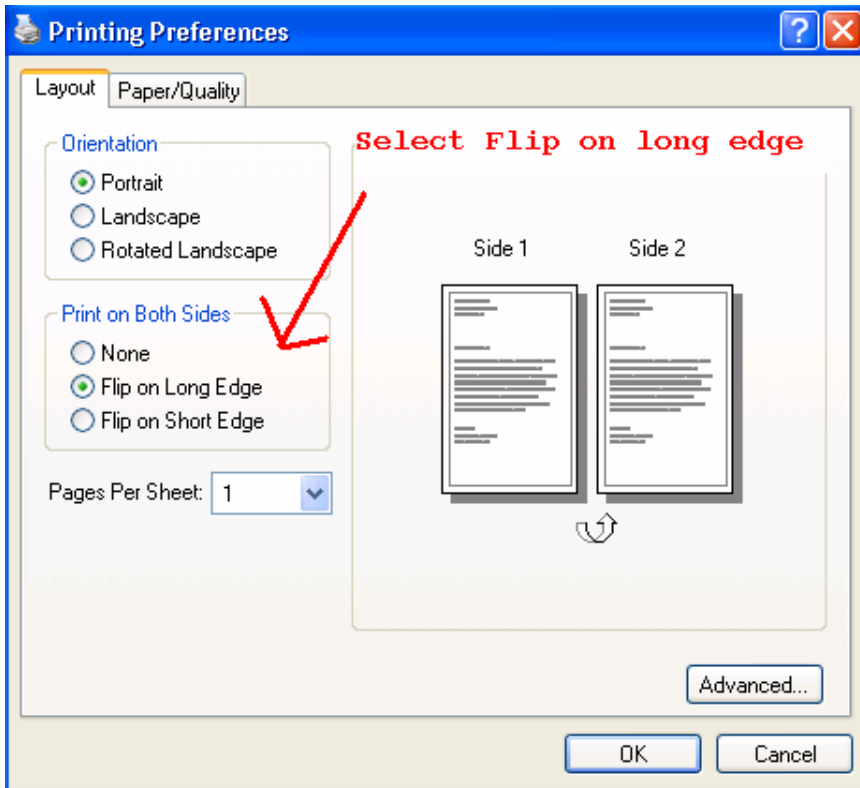
Guidelines for using the optional Duplex printing feature

We suggest you access Print from the File menu in your application, rather than through the Settings function in the Start menu or from the shortcut on the toolbar.

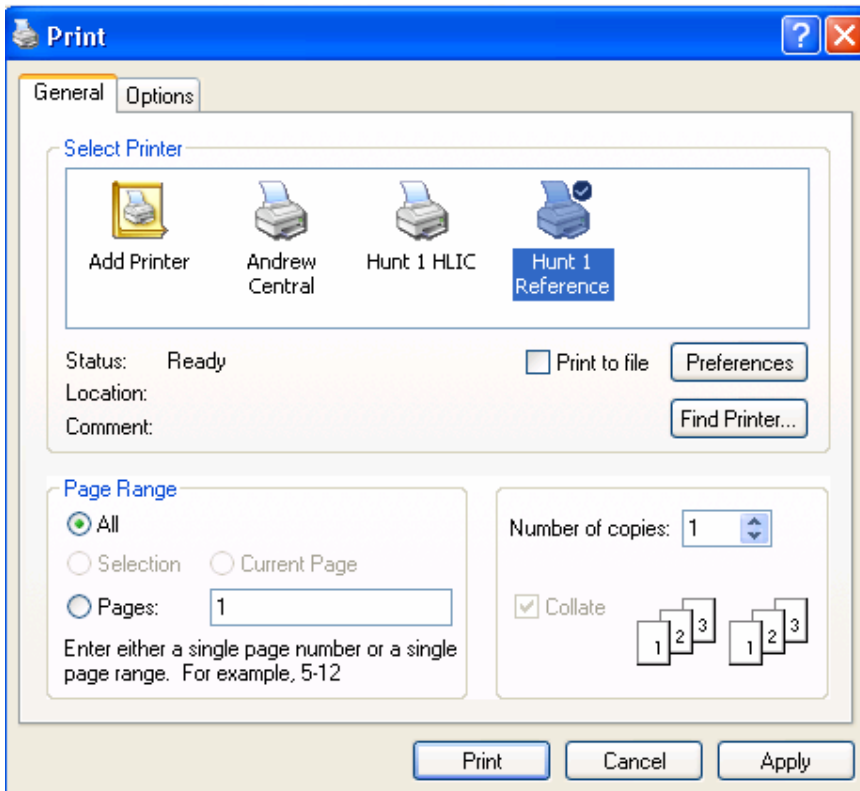


Highlight an available duplex printer by clicking just once.
Click the preferences button to bring up the duplexing option.





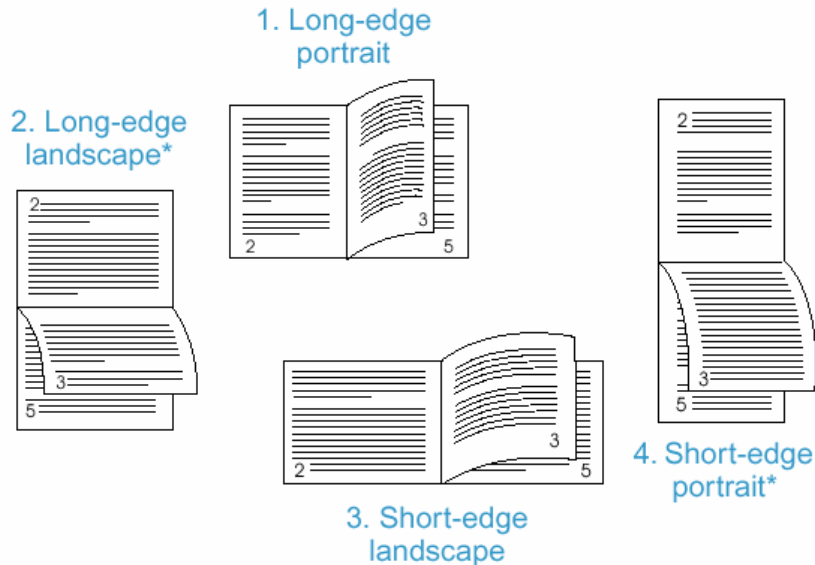
Click OK to finish duplex option.



Click print to print your duplexed document.

Layout options for printing both sides of paper

The four duplex orientation options are shown below. These options can be selected in the printer driver (the preferred method) or at the printer control panel. (If you use the printer control panel, go to Configure Device menu, then the Printing submenu. Select DUPLEX BINDING. On the PCL submenu, select a setting for ORIENTATION.)



- | | |
|-------------------------|--|
| 1. Long-edge portrait | This is the default printer setting, and the most common layout used, with every printed image oriented right-side-up. Facing pages are read from top to bottom on the left page, then from top to bottom on the right page. |
| 2. Long-edge landscape* | This layout is often used in accounting, data processing, and spreadsheet programs. Every other printed image is oriented upside-down. Facing pages are read continuously from top to bottom. |
| 3. Short-edge landscape | Each printed image is oriented right-side-up. Facing pages are read from top to bottom on the left page, then from top to bottom on the right page. |
| 4. Short-edge portrait* | This layout is often used with clipboards. Every other printed image is oriented upside-down. Facing pages are read continuously from top to bottom. |

* When using Windows drivers, select **Flip Pages Up** to get the designated binding options.