

Setting 'double-sided printing' as default mode

1. (This applies to printers with automatic double-sided print function) Click on 'Start' at the bottom left-hand corner of the screen and choose the 'Control Panel' option (the version featured here is Windows 7. For other versions, screen options may vary). Click on 'View devices and printers'.



- X CI AaBbCcI and Devices and Printers - 🔯 Searc.. - <u>1</u> 1 No Spacing File Edit View Tools Help Add a device Add a printer See what's printing Print server properties Remove device 📰 👻 👩 Devices (4) Dell USB Entry PC065112-CPS ▲ P and Ea HP laserjet 3800 PS t's printin Set as default pr Create shortcut Remove device Kyocera TASKalfa 5550ci KX State: 🥑 Default -Manufacturer: Kyocera Model: Kyocera Product Library
- 2. Right-click on your default printer and select 'Printing Preferences'.

3. Under the 'Basic' and 'Quick Print' tabs, make sure the option 'Print on both sides' has been selected in each screen (screen options may vary slightly depending on the type of printer you have).

	Kyocera TASKalfa 5550ci KX Printing Preferences		
	Quick Print Basic Layout Finishing Imaging Publishing Job Advanced		
	Orientation Color Mode Collate Print on both Multiple pages sides per sheet		
PCL XL	Edit Quick Print		
Item Detail			
Quick Print	Profiles:		
Orientati Portrait			
Color Black & White			
Collate On			
Print on Flip on long edge	Factory		
Pages p Off	Default		
Basic			
Source Auto source selection			
Destinati Printer default			
Orientati Portrait			
Copies 1	Apply		
	KUDCERa Profiles OK C	ancel	

	A Kyocera TASKalfa 5550ci KX Printing Preferences	
	Paper Print size: A4 [100%] Source: Auto source selection Page Sizes	Media type: Unspecified Destination: Printer default
Item Detail ☐ Quick Print Orientati Portrait Color Black & White Collate On Print on Flip on long edge Pages p Source Auto source selection Destinati Printer default Orientati Portrait	Orientation: Portrait C Landscape Rotated Copies: Copies: Copies: Copies: Copies: Copies:	Duplex: Print on both sides Flip on long edge Flip on short edge Color: Full color Black & White EcoPrint
Copres 1 Collate On	KYDCER8 Profiles	OK Cancel

4. Click 'OK' to exit.