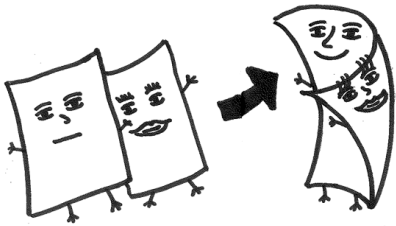


## What is DUPLEX PRINTING?

- Feature on the printers that allows the automatic printing of a sheet of paper on both sides
- Duplex printing is available on every SCU printer, so be apart of the growing number of students, faculty, and staff making the change to double sided



## What are the benefits of DUPLEX PRINTING?

- **Cuts the amount of paper usage in HALF:** During the 2011-2012 school year, over a million single sided pages were printed in the library alone. Cutting that amount in half will save enough trees to save SIX baby elephants in the wild.
- **Saves You Money:** With switching from single to double sided, you save two cents (from \$0.08 to \$0.06) for every sheet printed. Printing 150 pages double sided can save you enough to buy a Starbucks coffee, or do a load of laundry

## How will YOU help the environment today?

## ADDITIONAL

Go to [it.scu.edu](http://it.scu.edu) for more information on wireless access, additional information on setting up email, configuring mobile devices, printing, and more.

Try using these following tags for more information. First download Barcode Scanner for your mobile phone, open the app, and scan the tags.

SCU Information Technology



Contact Student Services



SCU Library



Office of Sustainability



## Student Technology Services

Santa Clara University  
500 El Camino Real  
Santa Clara, CA 95053  
(408) 554-5050  
[www.it.scu.edu](http://www.it.scu.edu)

## SANTA CLARA UNIVERSITY

## Duplex Printing

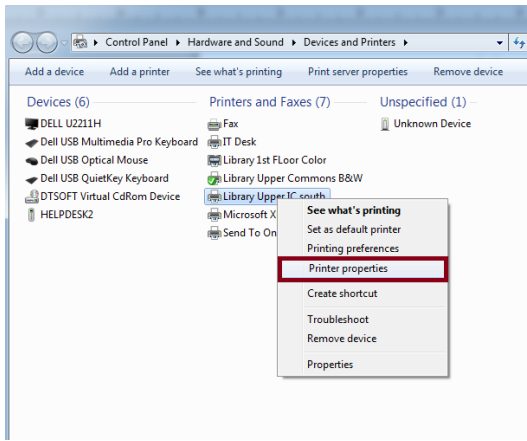
### Instructions On How To Print Double-Sided



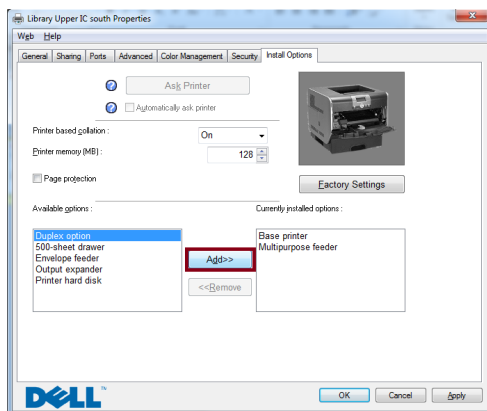
Revised July 31st, 2012

## For PC

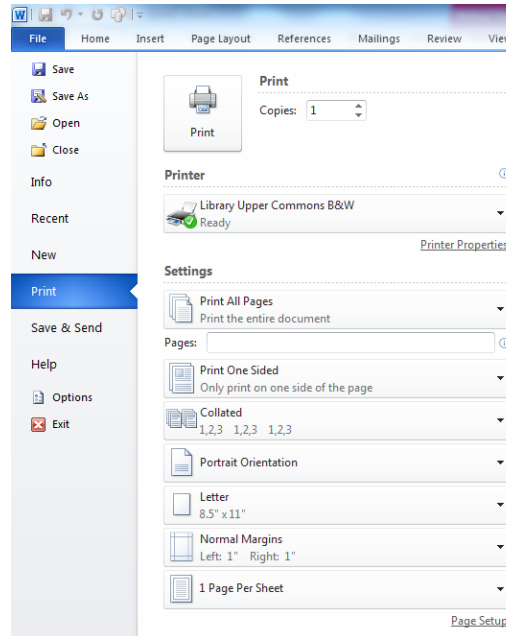
1. Click on **Start** and then **Printers and Fax**. Right Click on printer you want to use.
2. Click on **Printer Properties**.



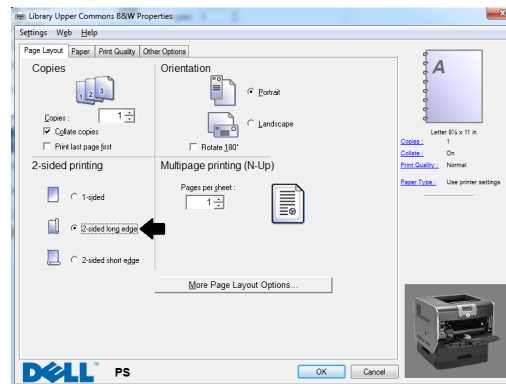
3. Click on the **Installed Options** tab and see if Duplex Option is displayed (Skip to step 6 if already installed)
4. Click on **Duplex Option**.
5. Click **Add** button. **Duplex Option** should be displayed under "Currently Installed". Click



6. When it is time to print a document, page, etc., click on the print option to bring up the printer dialogue box.

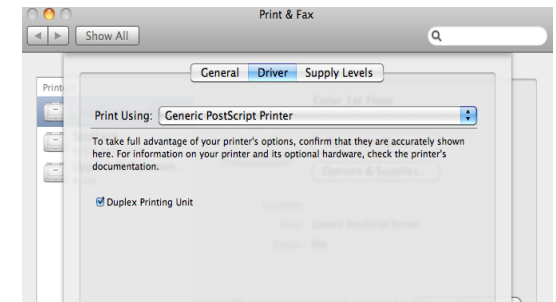


7. Select your printer
8. Click **Preferences** or **Properties** button.
9. Select **2-Sided Long Edge** option. Click **OK**.

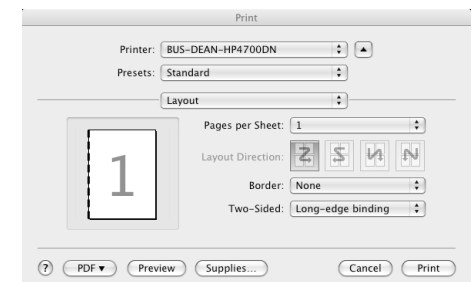


## For Mac

1. Click on the Apple icon on the upper left hand corner of screen and click **System Preferences**.
2. Select **Print & Fax**. Select your printer. Highlight and select **Options & Supplies**.
3. A new window should open up. Go to the **Driver** tab and ensured that **Duplex Printing Unit** is selected.



4. When it is time to print a document, page, etc., click **Print** to bring up the options.
5. Select your printer.
6. Drop down the Copies and Pages menu to select layout.
7. Select **Long-Edge Binding** from the Two-Sided menu.



8. Click **Print** to print.