

## How to Enable Duplex Printing on My Laptop?

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The printers in public area have been installed with a duplex unit which allows you to print on both sides of the paper (duplex printing). Now we have two types of public printer, Hp 4015 and HP M602.

For MBA student, please follow the steps to enable duplex printing.

1. In the Printers and Faxes folder, right click the HP4250-LIB printer and click Properties. Then click Device Settings, make sure that the Duplex Unit is Installed.

2. Back to the General tab, click Printing Preferences button.

3. In the opening window, choose Finishing tab. Check the Print On Both Sides option.

Then it will automatically print on both sides of a page by default. And if some documents are requested to print on single side of the page, please uncheck the option manually as did in Step 3.