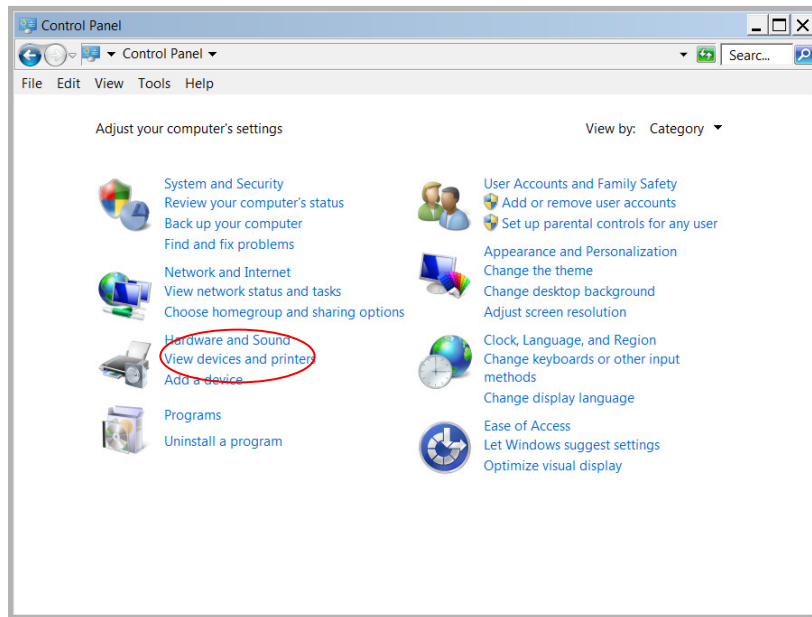


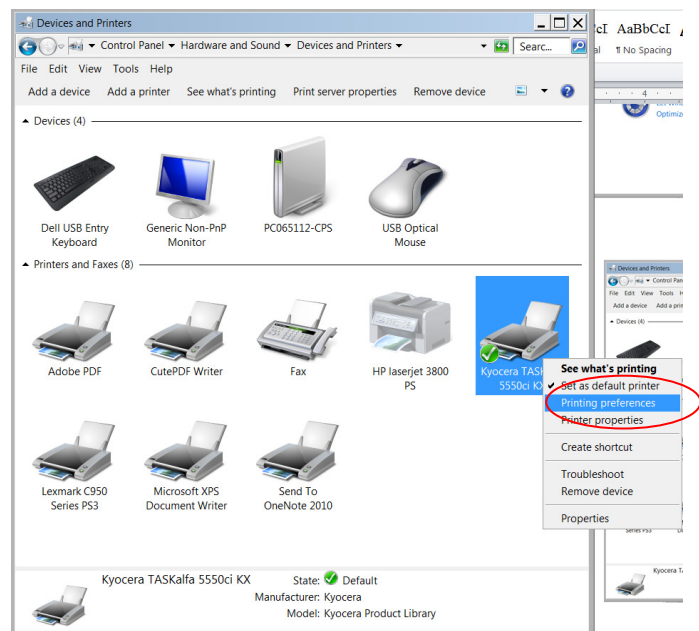


Setting 'double-sided printing' as default mode

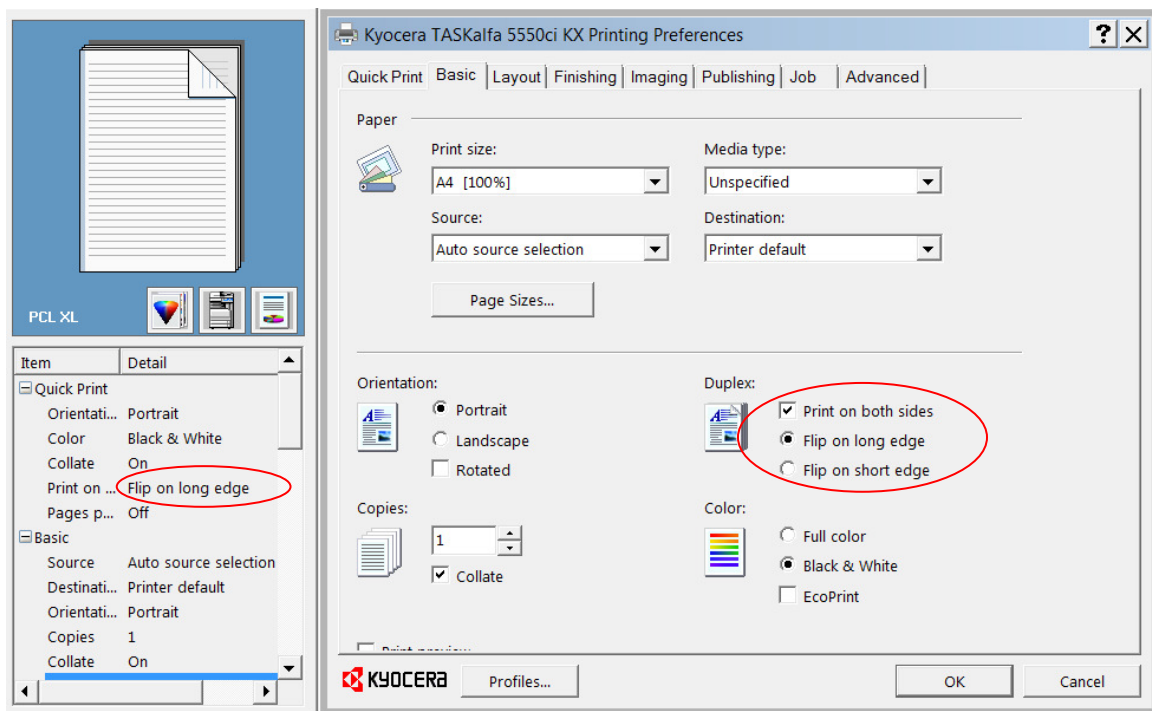
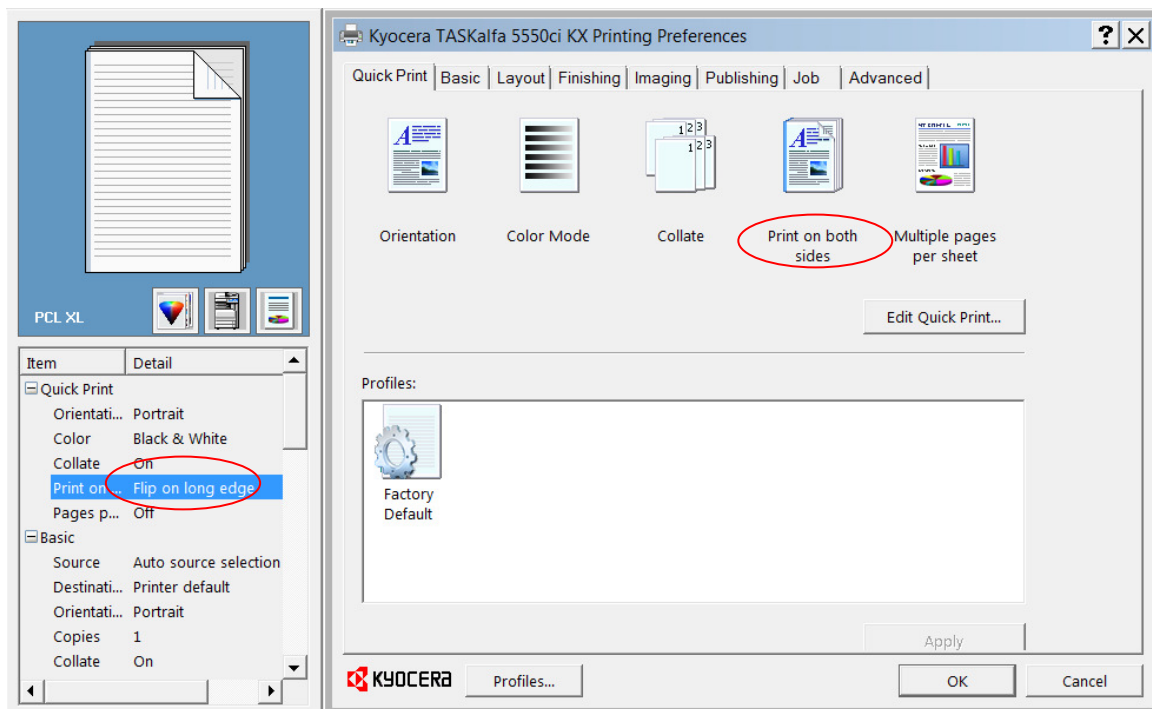
1. (This applies to printers with automatic double-sided print function) Click on 'Start' at the bottom left-hand corner of the screen and choose the 'Control Panel' option (the version featured here is Windows 7. For other versions, screen options may vary). Click on 'View devices and printers'.



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).



4. Click 'OK' to exit.