

Double sided (duplex) printing on SOE laser printers

Networked laser printers in the School of Education are equipped with duplex units which will automatically print on both sides of a page without the need to manually flip each sheet.

Printers with duplex units include:

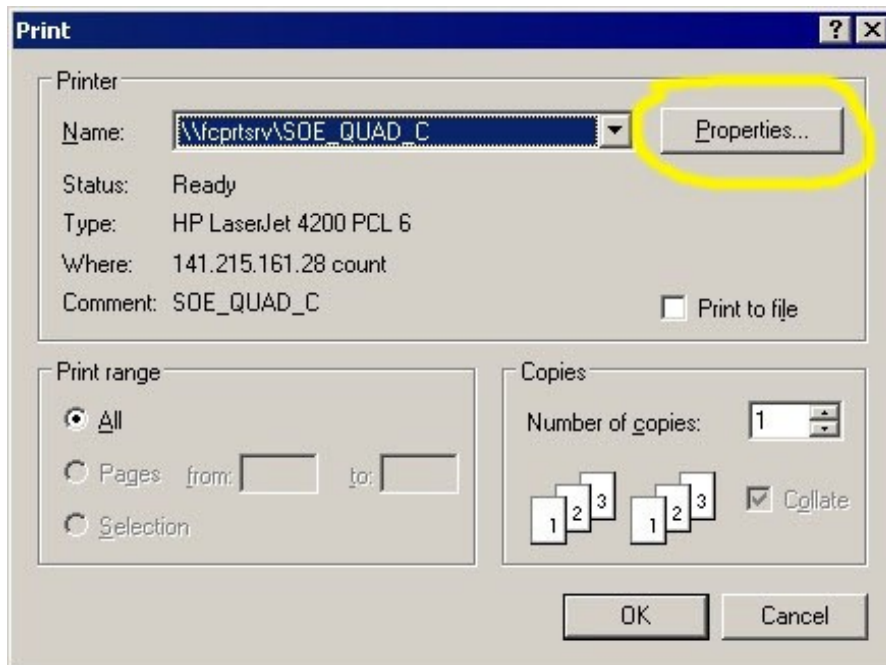
HP Laserjet 4200 - faculty office quads, student services office, SOE computer labs

HP Laserjet 4100 - SOE dean's office

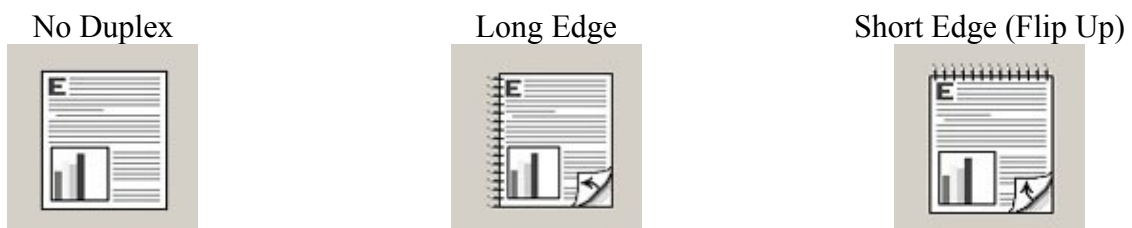
HP Laserjet 4000 - field placement office

HP Laserjet 4600 - curriculum lab, faculty support lab.

Duplexing is selected through the “Properties” button located next to the printer name

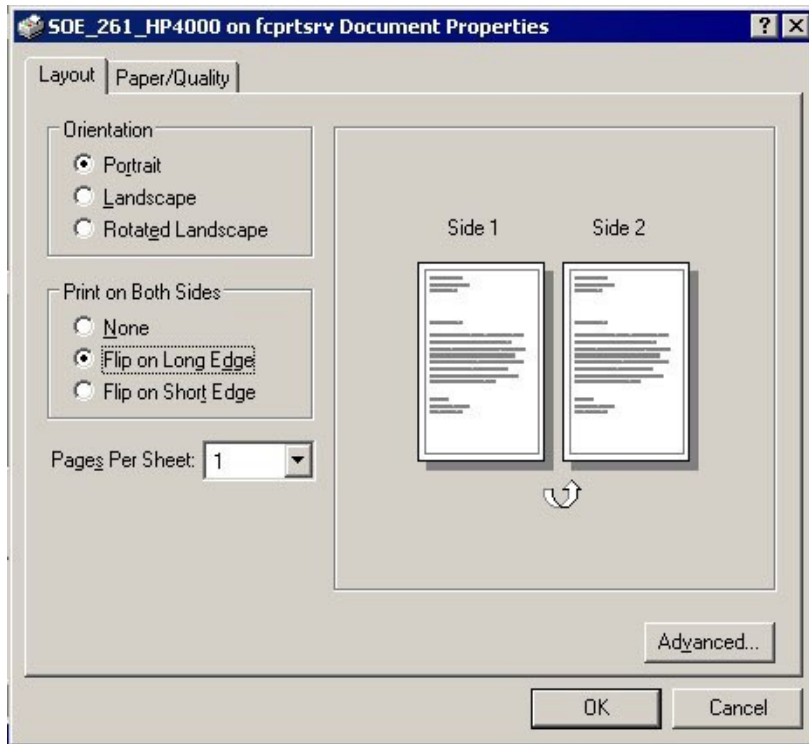


Screenshots for each printer type are listed by model are listed below. Each example illustrates the duplex option selected for long edge flipping. The image of an example document will change with the selection of different options.



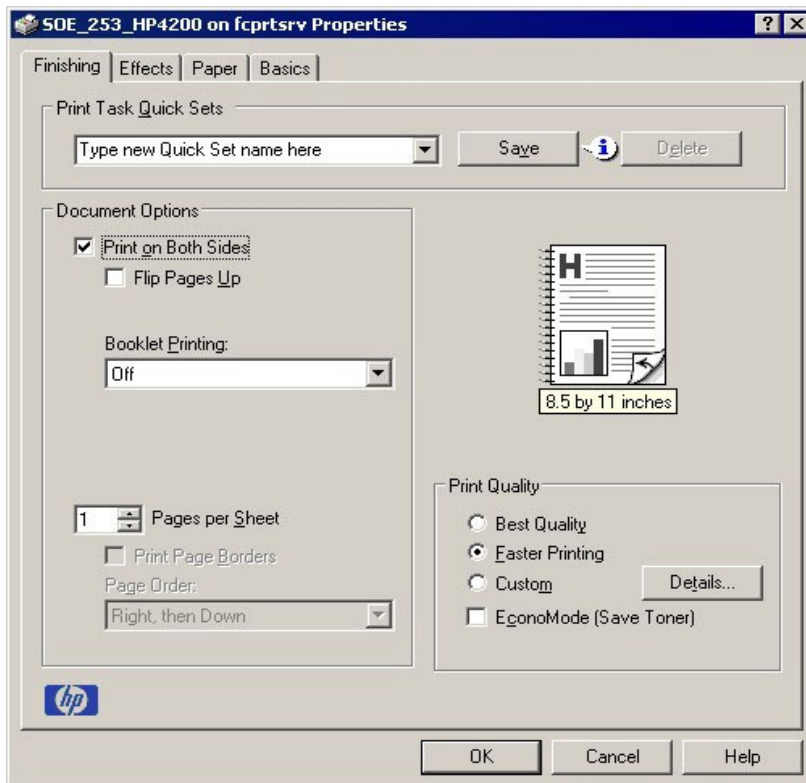
HP Laser 4000 & 4600

“Print on Both Sides” is located under the “Layout” tab



HP Laser 4100

“Print on Both Sides” is located under the “Finishing” tab



HP Laserjet 4200

“Print in Both Sides” is located under the “Finishing” tab.

