

2-Sided Printing

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Automatic 2-Sided Printing

Guidelines

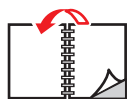
- A duplex unit must be installed on your printer to perform automatic 2-sided printing. The 4500B and 4500N configurations may be upgraded to include this feature.
- To print a 2-sided document, verify that you are using the following ranges:

	Tray 1	Trays 2-4
Width	90 – 216 mm 3.5 – 8.5 in.	98 – 216 mm 3.9 – 8.5 in.
Length	140 – 356 mm 5.5 – 14 in.	148 – 356 mm 5.8 – 14 in.
Paper Weight	60 – 216 g/m ² (16 – 130 lb.)	60 – 216 g/m ² (16 – 130 lb.)

Binding Preferences

Use the printer driver to select **Portrait** or **Landscape** orientation for the images on the page. When you print 2-sided jobs, select the binding preference which determines how the pages turn.

Portrait
Bind on Side Edge
Flip on Long Edge



Portrait
Bind on Top Edge
Flip on Short Edge



Landscape
Bind on Side Edge
Flip on Short Edge



Landscape
Bind on Top Edge
Flip on Long Edge



To perform automatic 2-sided printing:

1. Insert paper into the tray. For more information, go to [Reference/Printing/Basic Printing](#) on the *User Documentation CD-ROM*.

2. In the printer driver:
 - Select either **Portrait** or **Landscape** orientation.
 - Select **2-sided printing** as described in the table below.
3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Setting the Printer Driver for 2-Sided Printing

Operating System	Steps
Windows 98 or Windows Me	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. On the Setup tab, then select Print on 1 Side or Print on 2 Sides. 4. Select or deselect Bind On Top Edge.
Windows 2000, Windows XP, or Windows Server 2003	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. On the Layout tab in Print On Both Sides (Duplex), select Flip on Long Edge or Flip on Short Edge. 4. Select number of pages in the Pages Per Sheet drop-down list.
Windows NT	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. On the Page Setup tab in Print On Both Sides (Duplex), select Flip on Long Edge or Flip on Short Edge.
Mac OS 9	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Select Layout. 3. Select Print on Both Sides. 4. Click the Binding icon that matches the edge to bind.
Mac OS X, version 10.1 (and higher)	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Select Duplex. 3. Select Print on Both Sides. 4. Click the Binding icon that matches the edge to bind.