

## 2-Sided Printing

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### Automatic 2-Sided Printing

Your printer must be a Phaser 7750DN, 7750GX, or 7750DXF to perform automatic 2-sided printing. Automatic 2-sided printing is available from Trays 2-5.

#### Note

Automatic 2-sided printing is not available from Tray 1 (MPT).



Videos are available with instructions for 2-sided printing. Videos are located on the *User Documentation CD-ROM* and at [www.xerox.com/office/7750support](http://www.xerox.com/office/7750support).

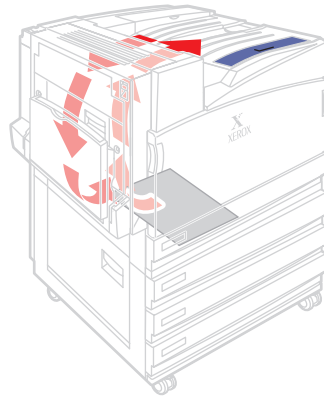
### Guidelines

Automatic 2-sided printing is supported for paper weights ranging from 65-105 g/m<sup>2</sup>. To print a 2-sided document, verify that you are using the following weight ranges:

Weight	Paper Type
65-90 g/m <sup>2</sup> (18-24 lb. Bond)	Plain Paper
91-105 g/m <sup>2</sup> (24-28 lb. Bond)	Heavy Plain Paper Letterhead

## Trays 2-5 Paper Path for 2-Sided Printing

The following graphic displays the printer's paper path for 2-sided printing.



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## 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.

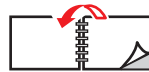
**Portrait**  
Bind on Side Edge  
Flip on Long Edge



**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



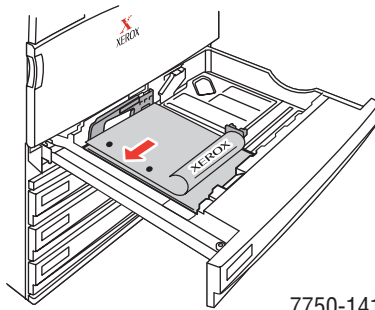
To perform automatic 2-sided printing:

1. Insert paper into the tray.

### Long-Edge Feed

- Place Letter, A4, and B5 JIS **long-edge feed** into the tray.
- Place the side to be printed (beginning with odd-numbered page numbers) **facedown**.

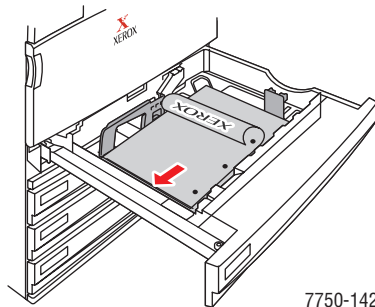
- Place the **top** of the page (or the letterhead) toward the **front** of the tray.
- Place pre-punched paper with the holes toward the **left** side of the tray.



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### Short-Edge Feed

- Place Legal, Tabloid, A3, A5, B4 JIS, US Folio, and Statement paper **short-edge feed** into the tray.
- Place the side to be printed (beginning with odd-numbered page numbers) **facedown**.
- Place the **top** of the page (or the letterhead) toward the **right** side of the tray.
- Place pre-punched paper with the holes toward the **front** of the tray.



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### Caution

If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged.**

2. Adjust the paper guides to the size of the paper.
3. In the printer driver:
  - Select the orientation.
  - Select **2-sided printing** as described in the table below.
4. Click **OK** to accept the printer driver settings, then click **OK** to print.

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

## Manual 2-Sided Printing

### Guidelines

If the printer does not have automatic 2-sided printing capability, or you want to print on a paper type that cannot be automatically printed on two sides, print manually on both sides of the paper by following the procedures in this section.

- Use any tray for manual 2-sided printing.
- For best opacity and feed reliability, use Plain Paper that is 90 g/m<sup>2</sup> (24 lb. Bond) or heavier paper.
- You must print all the odd-numbered pages first. Reinsert the printed pages in the same tray from which the odd-numbered pages were taken, then print the even-numbered pages.
- Do not use heavy toner coverage on side 1 of a manual 2-sided print job.
- 2-sided printing on specialty paper can shorten the life of printer components.

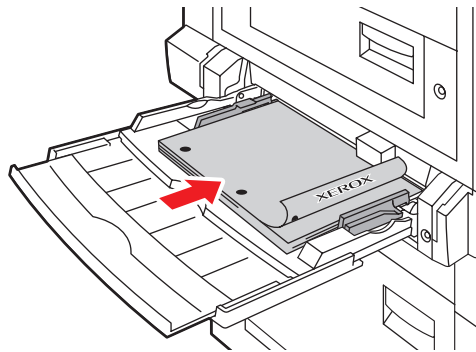
## Manual 2-Sided Printing Using Tray 1 (MPT)

### Printing Side 1

1. Insert paper into Tray 1 (MPT). For more information, see “Basic Printing” in this section.

#### Long-Edge Feed

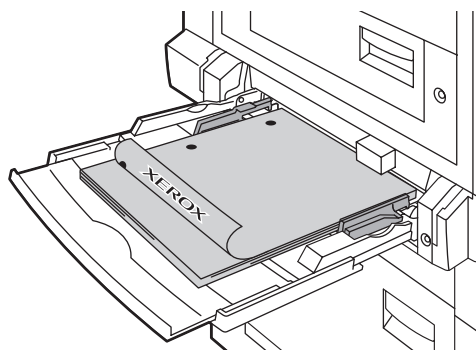
- Place Letter, A4, A6, B5 JIS, Executive, and Statement, **long-edge feed** into Tray 1 (MPT).
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes entering the printer **last**.
- Place the **top** of the page (or the letterhead) toward the **front** of the printer.



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#### Short-Edge Feed

- Place Legal, Tabloid, Tabloid Extra, A3, A5, US Folio, B4 JIS, and SRA3 **short-edge feed** in Tray 1 (MPT).
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes toward the **back** of the printer.
- Place the **top** of the page (or the letterhead) to enter the printer **last**.



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**Caution**

If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged.**

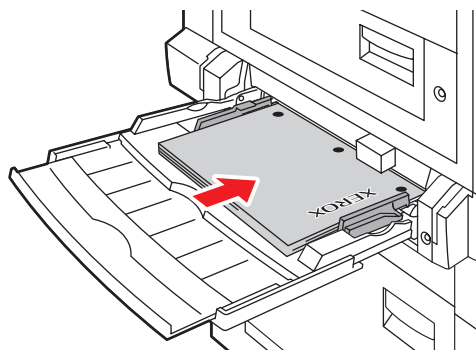
2. Adjust the paper guides to the size of the paper.
3. In the printer driver, select **Tray 1 (MPT)**.
4. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

**Printing Side 2**

1. Insert the printed paper into Tray 1 (MPT).

**Long-Edge Feed**

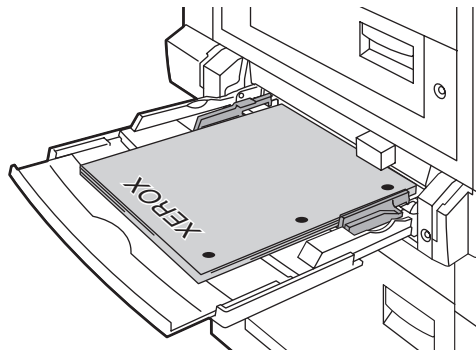
- Place the side to be printed **facedown** (printed side is faceup).
- Place pre-punched paper with the holes entering the printer **first**.
- Place the letterhead (or the **top** of the page) toward the **front** of the printer.



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### Short-Edge Feed

- Place the side to be printed **face down** (printed side is face up).
- Place pre-punched paper with the holes toward the **front** of the printer.
- Place the **top** of the page (or letterhead) to enter the printer **last**.



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2. Adjust the paper guides to the size of the paper.
3. In the printer driver, select **Tray 1 (MPT)** as the paper source.
4. Send the job to the printer so that the even-numbered pages (side 2) are printed.

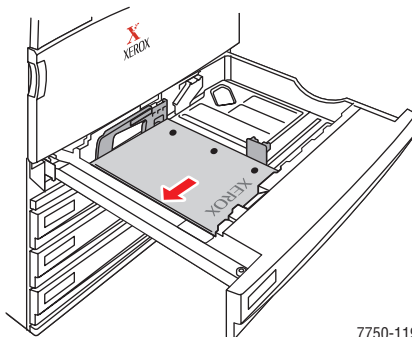
## Manual 2-Sided Printing Using Trays 2-5

### Printing Side 1

1. Insert paper into the tray. For more information, see the “Basic Printing” topic in this section.

### Long-Edge Feed

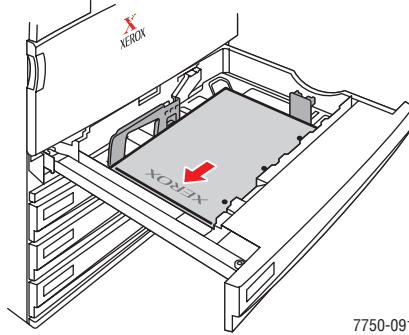
- Place Letter, A4, and B5 JIS paper **long-edge feed** in Trays 2, 3, 4, or 5.
- Place the side to be printed **face up**.
- Place pre-punched paper with the holes toward the **right** side of the tray.
- Place the **top** of the page (or the letterhead) toward the **front** of the tray.



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### Short-Edge Feed

- Place Legal, Tabloid, A3, A5, B4 JIS, US Folio, and Statement **short-edge feed** in Trays 2, 3, 4, or 5.
- Place the side to be printed **faceup**.
- Place pre-punched paper with the holes toward the **front** of the tray.
- Place the **top** of the page (or the letterhead) toward the **left** side of the tray.



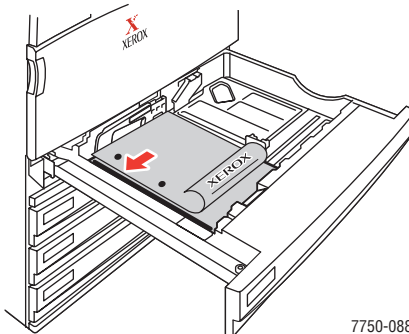
2. Adjust the paper guides to the size of the paper.
3. In the printer driver, select the tray containing the paper.
4. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

### Printing Side 2

1. Insert paper into the tray.

### Long-Edge Feed

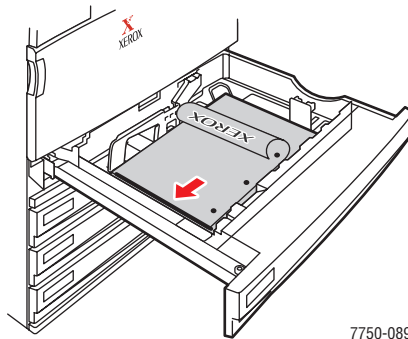
- Place the side to be printed **faceup** (printed side is facedown).
- Place pre-punched paper with the holes toward the **left** side of the tray.
- Place the **top** of the page (or the letterhead) toward the **front** of the tray.





### Short-Edge Feed

- Place the side to be printed **faceup** (printed side is facedown).
- Place pre-punched paper with the holes toward the **front** of the tray.
- Place the **top** of the page (or the letterhead) toward the **right** side of the tray.



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2. Adjust the paper guides to the size of the paper.
3. In the printer driver, select the tray containing the paper.
4. Send the job to the printer so that the even-numbered pages (side 2) are printed.