

2-Sided Printing

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Automatic 2-Sided Printing

Your printer must be an 8400BD, 8400DP or 8400DX configuration to perform automatic 2-sided printing. The 8400B and 8400N configurations may be upgraded to include this feature.

Guidelines

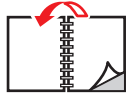
To print a 2-sided document, verify that you are using the following ranges:

Weight/Size	Tray
Plain paper, Legal, Executive, Statement, US Folio, B5 ISO, B5 JIS 60–122 g/m ² (16–32 lb. Bond)	All Trays
Glossy Coated Paper 148 g/m ² (100 lb. Text)	All Trays
Postcards 176 g/m ² (65 lb. Cover)	All Trays
Trifold Brochures 176 g/m ² (65 lb. Cover)	Tray 1
Weatherproof Paper 100 g/m ² (27 lb. Bond)	All Trays
Custom size Maximum: 216 mm wide x 355 mm long (8.5 in. wide x 14 in. long) Minimum: 139.7 mm wide x 210 mm long (5.5 in. wide x 8.3 in. long)	Tray 1

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.

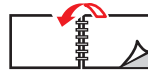
Portrait
Bind on Side Edge
Flip on Long Edge



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*.
 - **Tray 1:** Insert the side to be printed first **faceup** with the **bottom** of the page against the rollers.
 - **Trays 2, 3, or 4:** Insert the side to be printed first **facedown** with the **top** of the page toward the **back** of the tray.
2. In the printer driver:
 - Select **Tray 1, 2, 3, or 4**.
 - 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. Select Setup, then select Print 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. Select either Flip On Long Edge, or Flip On Short Edge in Print On Both Sides (Duplex) on the Layout tab.
Windows NT	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. Select either Long Edge, or Short Edge in Print On Both Sides (duplex printing) on the Page Setup tab.
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.