

How do I set duplex printing on the MyPrint System

Duplex printing has now being implemented in Teesside University to reduce both cost and the amount of paper being used.

To implement the duplex option, the following printers have been installed on your computer:

Mono on MyPrintQ

Colour on MyPrintQ

MonoDuplex on MyPrintQ

To print on both sides of a sheet please print to the MonoDuplex queue. To print on one side of the paper please print to the Mono queue.

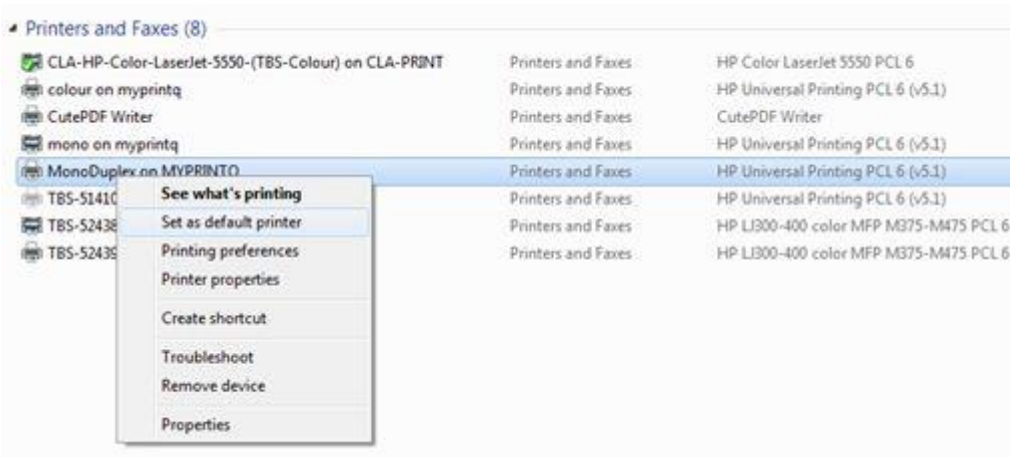
Either Mono or MonoDuplex should have been set as your default print queue. If Mono has been set as your default print queue, then you will print single-sided by default. If MonoDuplex has been set as your default print queue, then you will print double-sided by default. If you wish to print an individual document using the other setting, then simply select the appropriate queue when you go to print.

To change your default settings, all you need to do is change your default printer from either Mono to MonoDuplex, or vice versa. To do this:

- 1.) Open the 'Devices and Printers' window from the Start Menu



2.) Right-click on the printer you wish to set as your default, and select 'Set as default printer'. (In this instance I am making MonoDuplex my default printer).



3.) Now when you go to print it will print to your new default printer (in this example, it will print to MonoDuplex as default thus printing double-sided).