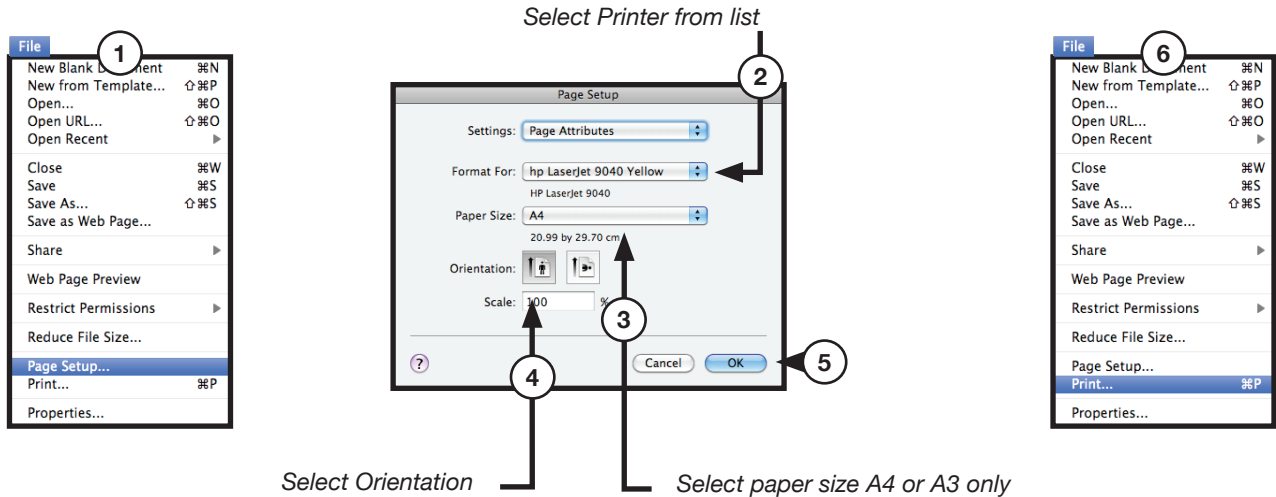
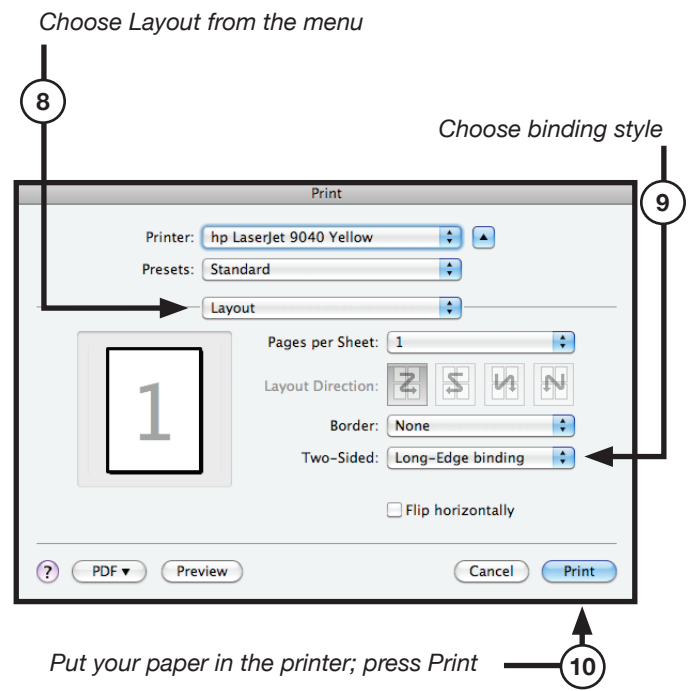
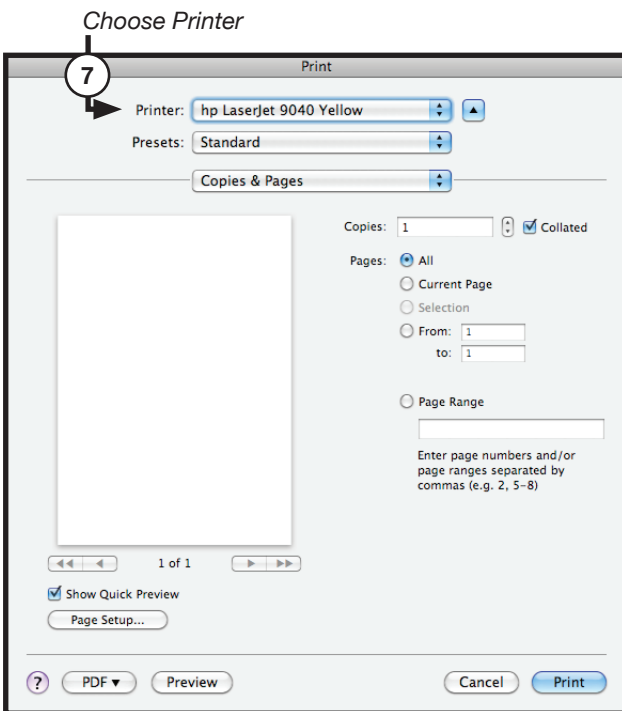


The black and white printers in the Green/Red/Blue/Magenta and Yellow rooms can all print on both sides of both A3 and A4 paper. If you want to print on both sides of a sheet of paper use the "Two Sided" or Duplex option in the print menu. DO NOT PUT PAPER THROUGH THE PRINTER TWICE, it will jam in the rollers.

Printing double sided from Microsoft Word

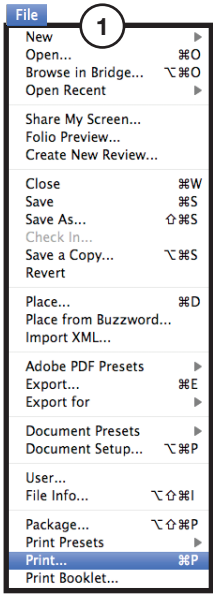


Select Orientation Select paper size A4 or A3 only

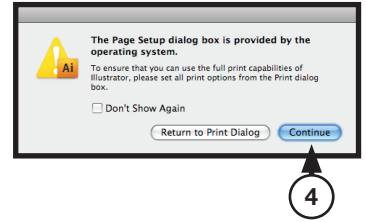
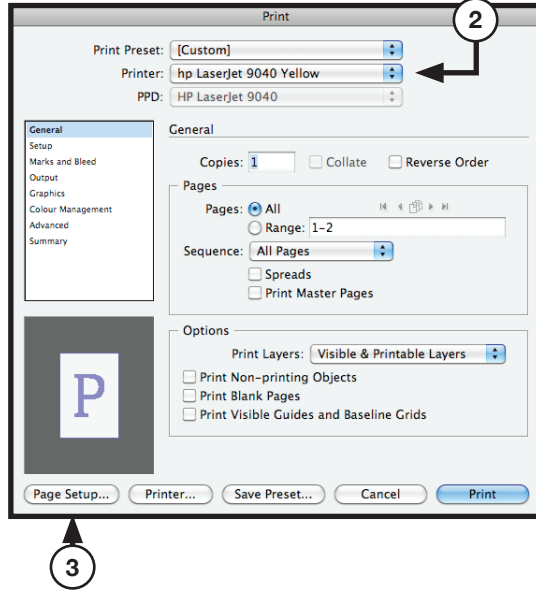


Put your paper in the printer; press Print

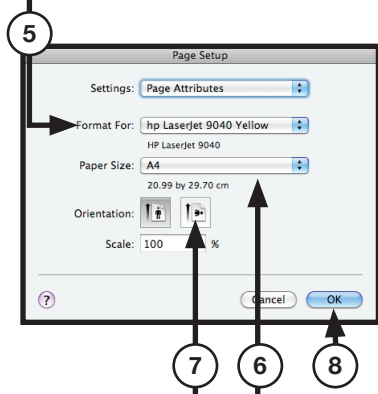
Printing double sided from Adobe InDesign



Choose Printer

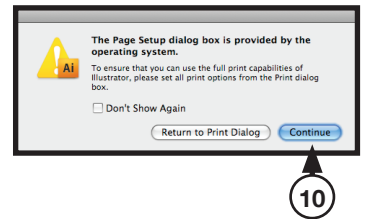
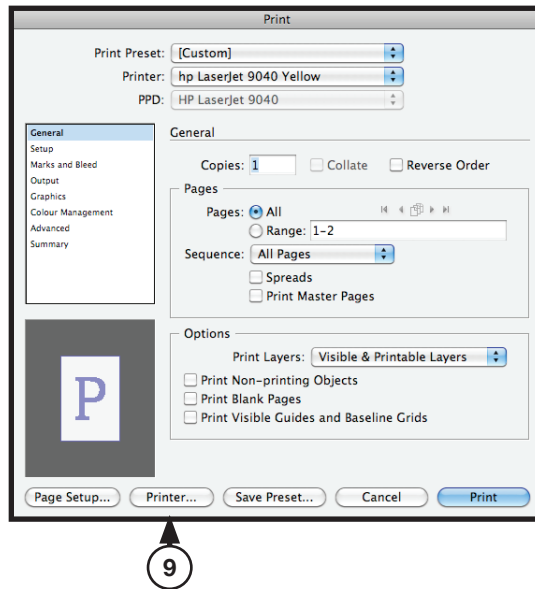


Select Printer from list



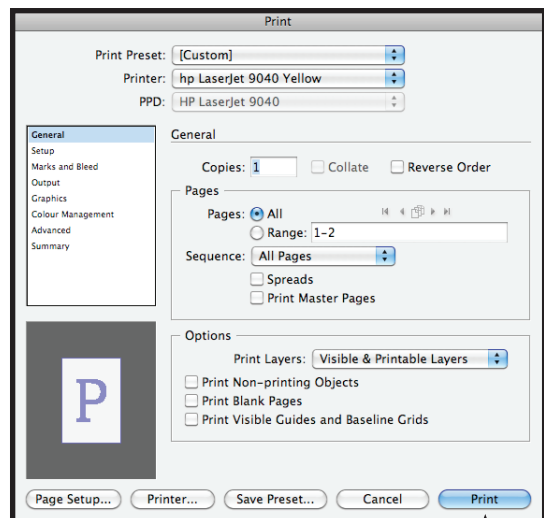
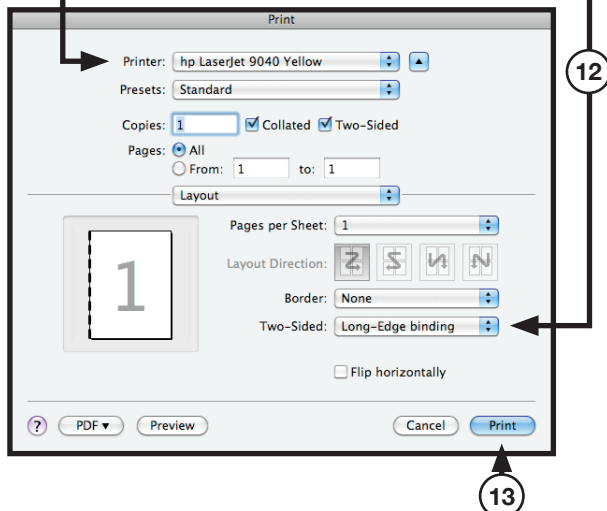
Select Orientation

Select Paper Size



Choose Printer

Choose binding style



Put your paper in the printer and then press Print