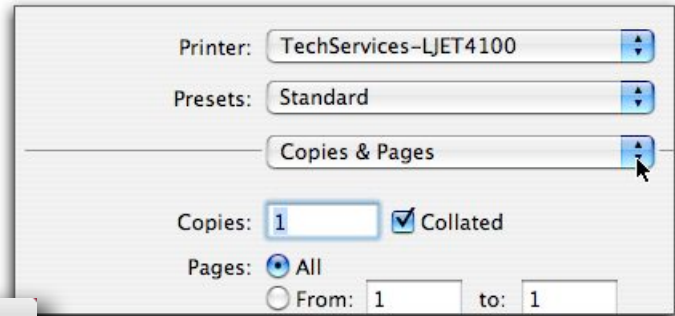
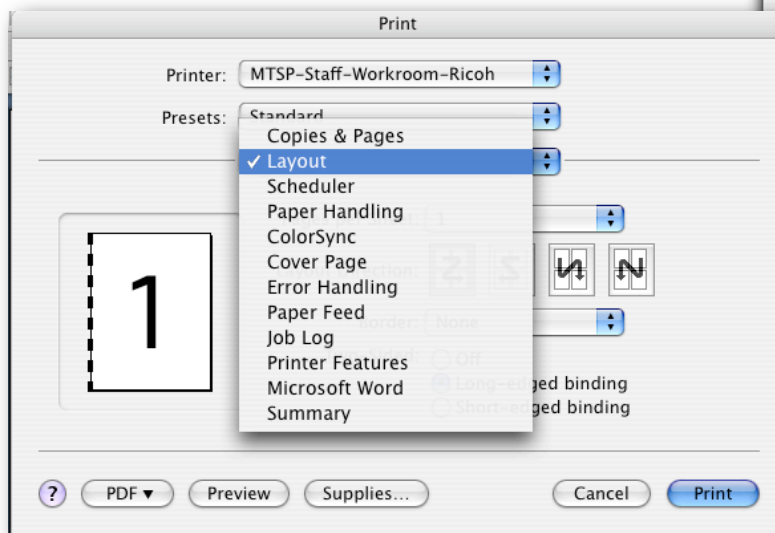


# PRINTING HANDOUT - DUPLEX FEATURE

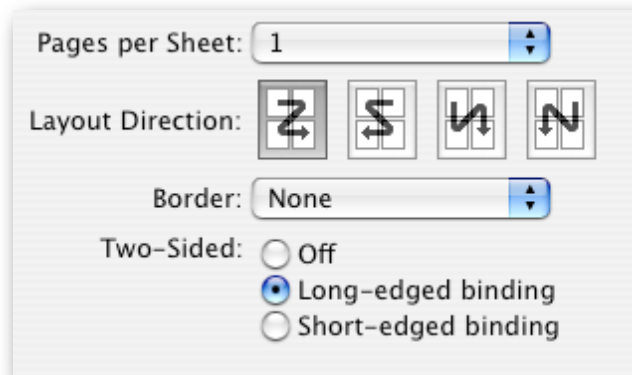
## Pod Printers

- **To Create a Duplex or back to back copy:** When printing your computer has access to the nearest pod printer. Select the appropriate pod printer from the drop down menu of printer names.
- Here are the steps for the MAC:

1. Go up to **File** and select **Print**. Select the drop down arrow from **Copies and Pages**, just below the Presets.
2. Select **Layout** from this menu.



3. Under **Two-Sided**, select **Long-edged binding**.

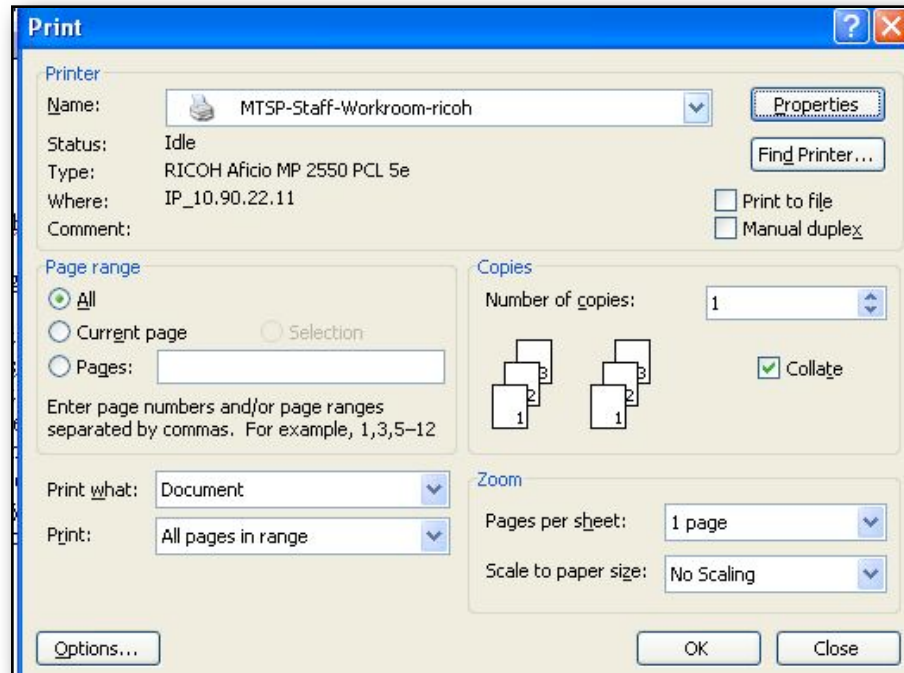


4. Simply click **OK** when finished.
5. Now print.

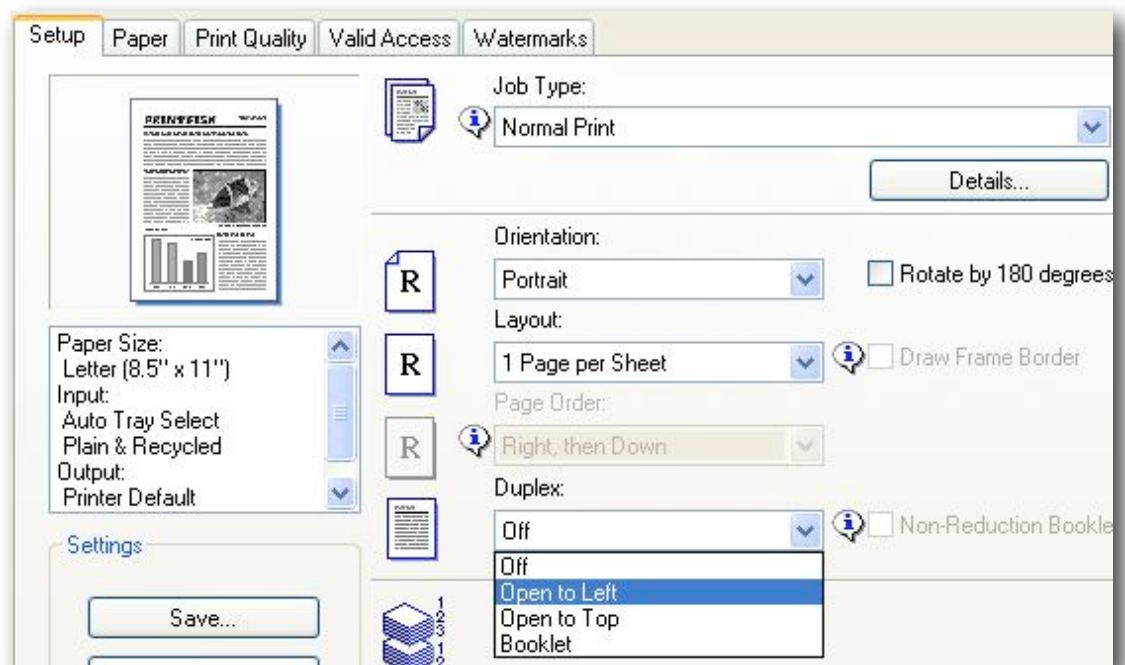
# Printing

- Here are the steps for a PC:

1. Go up to file and select print. Select your pod printer from the drop down menu.
2. Now click on **Properties**, top right of your window.

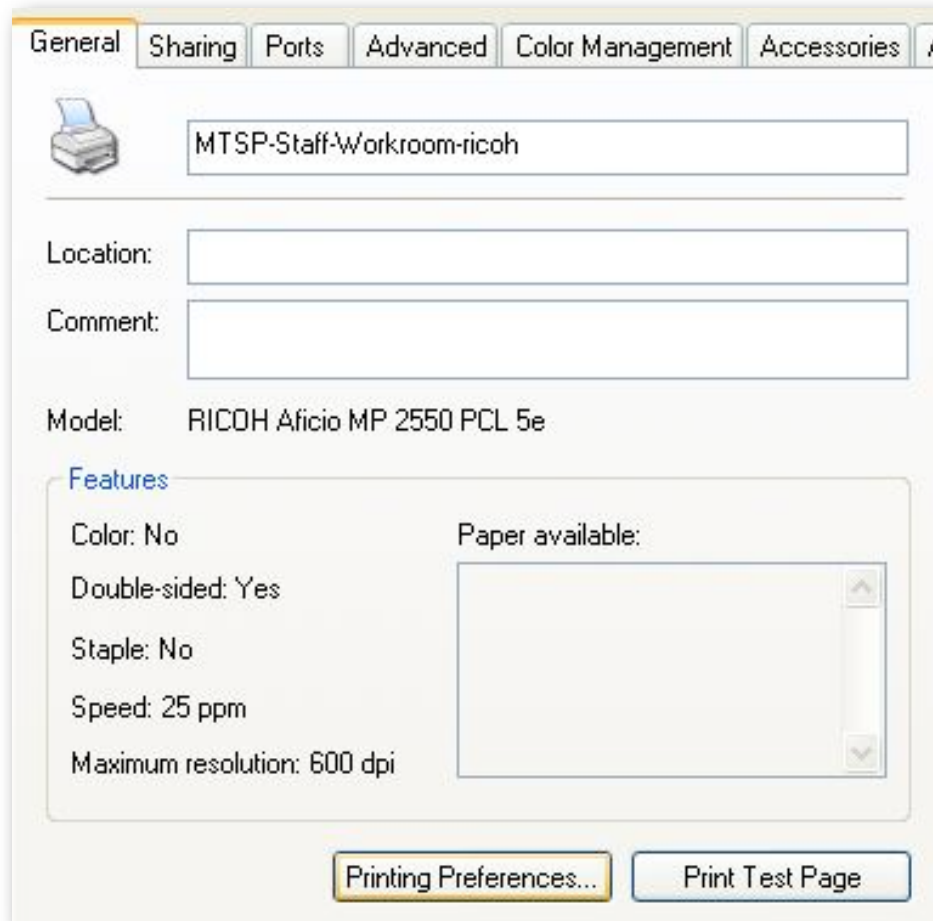


3. On the **Setup** Tab, under **Duplex**, select **Open to the Left**. If you do not have the Duplex option available see directions below.
4. Click **OK** to proceed.
5. Print.



# Printing

6. If you do not have the Duplex function available--it is grayed out, do these steps:
7. Go to **Start**, select **Settings** and then **Printers/Faxes**.
8. Now right click on the Ricoh printer.
9. Choose **Properties**.
10. Select Printing Preferences in the bottom of the window.



11. Under **Duplex**, choose **Open to Left**.
12. Click **Apply**.
13. Now return to your print window and the Duplex option will be available.

