

## Double Sided Printing

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In an effort to conserve paper, the new Xerox laser printers (Bacon, Lettuce, Tomato, 155 & 153) offer double-sided printing. When printing out large documents, please be sure to change the print properties to double-sided printing.

Setting the print properties to double-sided printing is very simple. From your application (Word, Adobe, Explorer, etc.), choose File>Print. The Print window will open, choose Properties. Once in the Properties window, choose Long Side under the Duplex Printing menu. Click OK and continue with your printing.

