Configure Duplex Printing after OCS Client has been installed on Windows laptops

**Windows 7**: Follow these steps to enable Duplex printing.

1. Click **Start** to select **Devices and Printers**.
2. Right-click on “BWLetter” printer to select **Printer Properties**.
3. Click on **Device Settings** and scroll down to Installable Options.
4. Configure Duplex Unit to **Installed** and click “Apply”.
5. Right-click on “BWLetter” printer to select Printer Preferences.
6. In the “Finishing” tab, select “Print on both sides” and click “Apply”.

**Windows Vista**: Follow these steps to enable Duplex printing.

1. Click **Start** to open Control Panel and then select **Printers**.
2. Right-click on “BWLetter” printer to select **Properties**.
3. Click on **Device Settings** and scroll down to Installable Options.
4. Configure Duplex Unit to **Installed** and click Apply.
5. Right-click on “BWLetter” printer to select Printer Preferences.
6. In the “Finishing” tab, select “Print on both sides” and click “Apply”.

**Windows XP**: Duplex printing was configured by default. Follow directions below to print.

**To print Duplex jobs after configuration**

1) **Check** to make sure the **settings** above are selected on your computer.

2) **Go** to a printer labeled “Duplex.”

For additional help, please contact ITS Academic Computing:

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