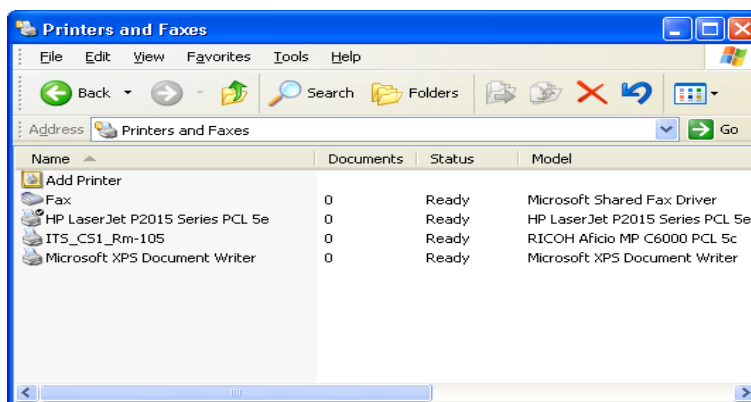




How to set up black & white/duplex printing using Windows XP

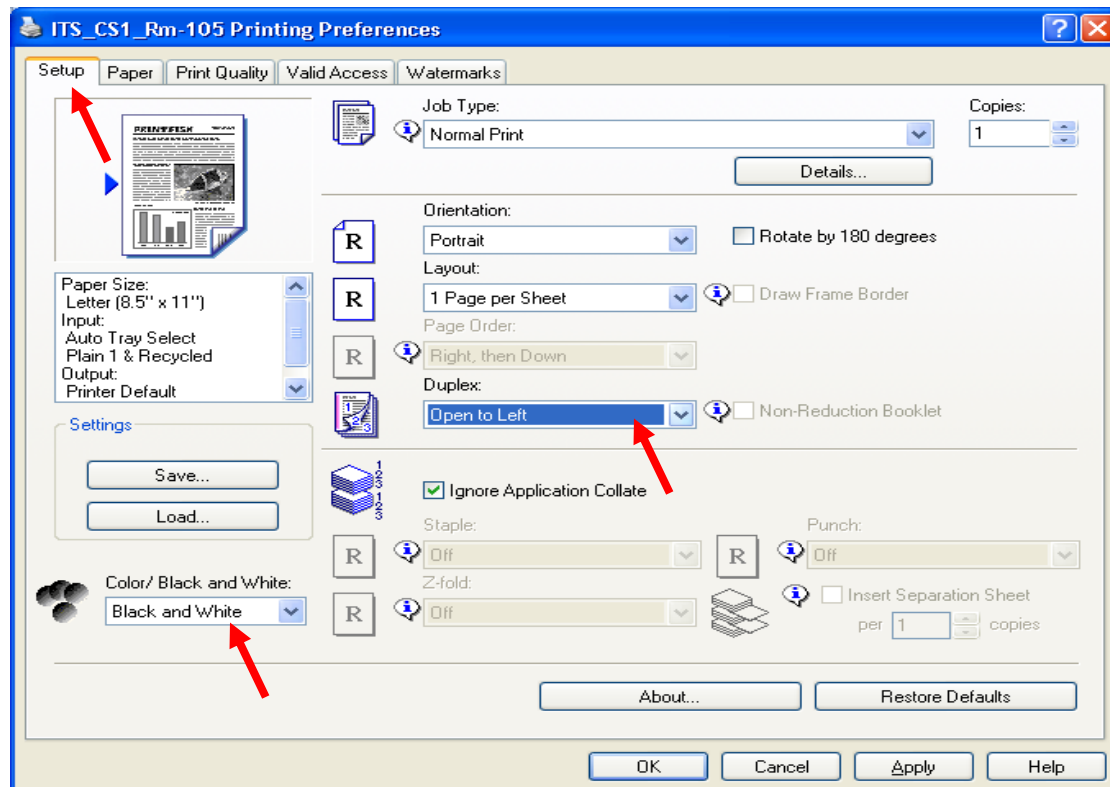
Note: Check each specific printer's documentation for details. For additional assistance, please contact your local support provider or the ITS Help Desk.

1. From the **Start** menu, select **Settings**
2. Select **Control Panel**
3. Select **Printers and Faxes**
4. Right-click on your preferred printer from the list of available printers and faxes and select **Printing Preferences...**



Multi-function RICOH Aficio MP C6000 network printer

Click on the Setup tab, change options in the Color/Black and White menu to **Black and White** and the Duplex menu to **Open to Left**:



For local printers, check your printer's documentation for details on how black & white and duplex settings can be changed for your specific model. For example, on HP LaserJet P2015D model, go to 'Finishing' tab' and check box 'Print on Both Sides' for duplex printing:

