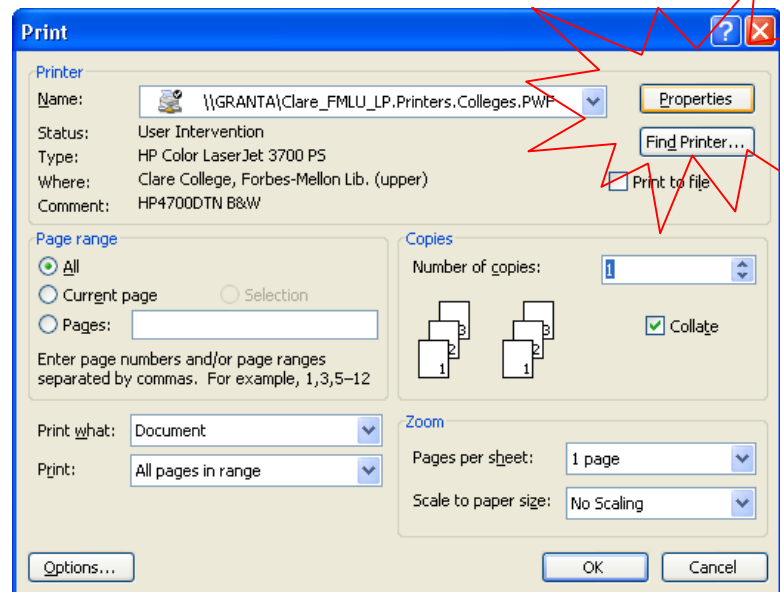


Clare IT Department

How to change Duplex settings on an HP LaserJet 4700 DTN

- From your application, select File→Print
- Make sure you have the correct printer selected
- Click on **Properties** and then select the Finishing tab (see below)



To select single sided printing:

- Un-check "Print On Both Sides"
- Click OK
- Check your other settings
- Click OK to print

