

## HP LASERJET 1320: SELECTING SINGLE-SIDED PRINTING [PDF]

In Summer 2008, faculty and staff offices will be set to print on both sides (duplex) by default. If you

have an HP Laserjet 1320 and you need to print single-sided, follow the steps below.

- Select FILE and PRINT or press CNTRL + P to bring up the PRINT dialog box.
- On the **PRINT** dialog box, make sure the HP 1320 printer is selected, and click the "*Properties*" button.
- In the PROPERTIES dialog box, click on the "Finishing" tab, then uncheck the box next to "Print on both sides" and click OK to save your changes.
- 4. Click *OK* in the PRINT dialog box to start the print job.

Print				? 🛛
Printer <u>N</u> ame: Status: Type: Where: Comment: Page range ③ <u>A</u> ll	hp LaserJet 1320 PCL Idle hp LaserJet 1320 PCL 5e DOT4_001	Se apies Number of copies:		Properties Find Printer Print to file
Curren Pages: Type p ranges from th sectior or p1s	t page Selection age numbers and/or page separated by commas counting he start of the document or the h. For example, type 1, 3, 5–12 1, p1s2, p1s3–p8s3		V Collate	
Print <u>w</u> hat:	Document	Zoom	16	
Print:	All pages in range 💦 💊	Pages per sheet:	1 page	~
		Scale to paper size:	No Scaling	~
Options			ОК	Cancel

Document Options Select the "Einiching	"tab
Correct Order for Straight Paper Path	E
Print on both sides Uncheck the b Inflip pages up Booklet layout:	th sides"
Off	
Pages per Sheet and Posters:	
1 page per sheet 🔹	
Print page borders Page order: Right, then Down	Orientation  Portrait Landscape Rotate by 180 degrees
<b>(p</b> )	Click OK to save your changes Help

NOTE: Your printer may continue to print single-sided until you either 1) go back into the properties box and re-check the "Print on both sides" box OR 2) close and re-open the program you are printing from (ex. Word). Once you close the program, the printer settings will return to the default, double-sided printing.

1