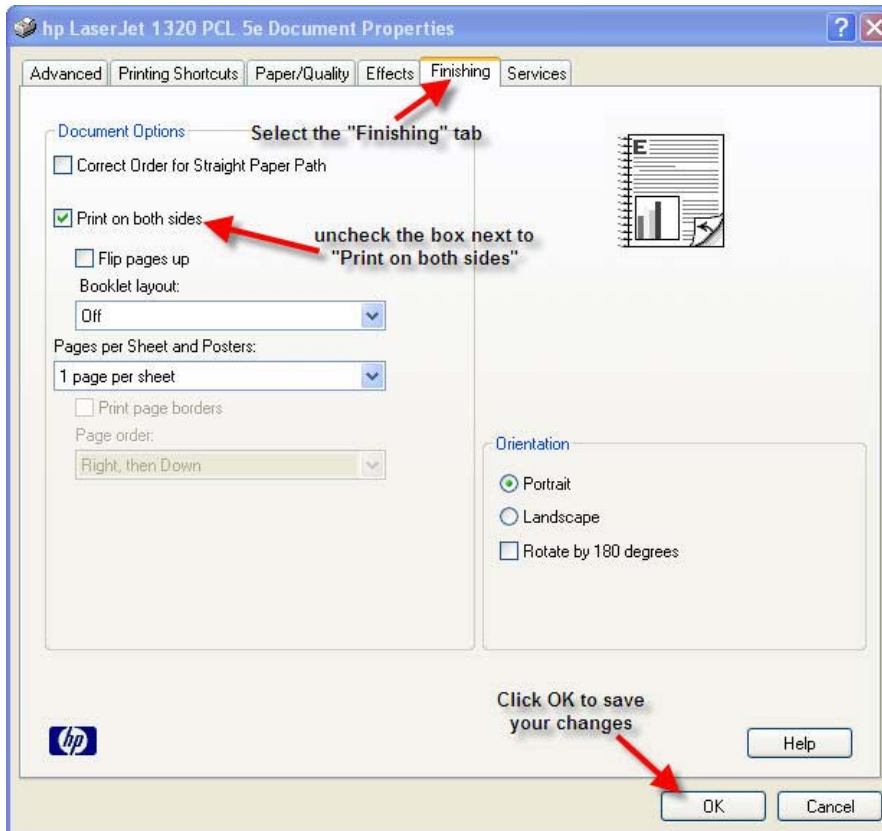
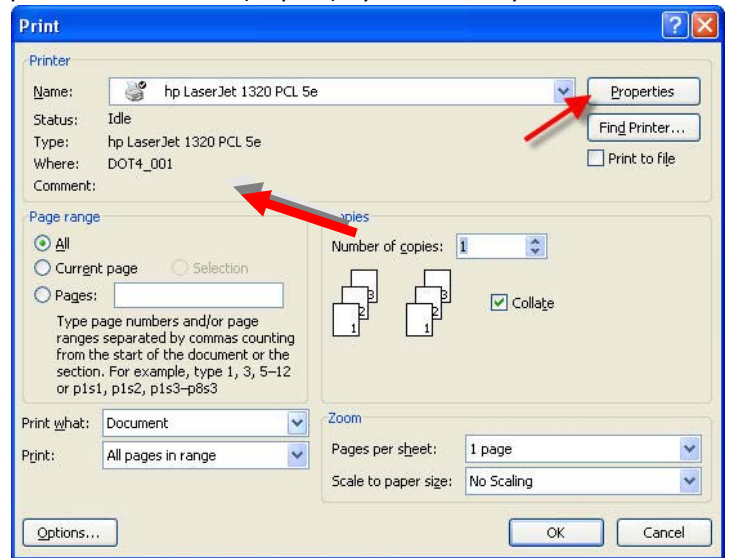


## HP LASERJET 1320: SELECTING SINGLE-SIDED PRINTING [PDF]

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.

1. Select **FILE** and **PRINT** or press **CNTRL + P** to bring up the PRINT dialog box.
2. On the **PRINT** dialog box, make sure the HP 1320 printer is selected, and click the “**Properties**” button.
3. 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.



**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.