Configuring Duplex Printing with ePrint

1) Make sure to download the Fuqua ePrint drivers from the Fuqua IT webpage at https://it.fuqua.duke.edu/eprint.htm.

2) Once you have downloaded and installed the proper Fuqua ePrint drivers from the Fuqua IT website, you should now have 2 printers added to your computer, ePrint-Fuqua and ePrint-Fuqua-Xerox. You can check this by going to Start > Devices and Printers.

3) Right-click on the ePrint-Fuqua printer and select Printing Preferences.

4) In the Printing Preferences window, click on the Printing Shortcuts tab and select “Two-sided (Duplex) Printing” and click OK to apply these changes and close out of the Preferences window.
5) Right-click on the ePrint-Fuqua-Xerox printer and select **Printing Preferences**.

![Printers and Faxes](image)

6) In the Printing Preferences window, click on the Printing Options tab and change the drop down menu under 2-Sided Printing to **2-Sided Print** and click OK to apply the changes and close the window.

![Printing Preferences](image)

7) Your Fuqua ePrint printers will now print 2-sided by default.