How can I tell if my printer can handle duplex printing?

Q: How can I tell if my printer can handle duplex printing?

Answer

Determine if the printer you are using has a duplex unit installed

- On many HP printers, if the model name contains the letter “D”, e.g. HP LaserJet 4200DN, the printer has a duplex unit installed and is capable of double-sided printing.

- Most printers will also let you print a settings or configuration report, by navigating a menu tree using the front panel controls. This report should indicate whether or not the printer has a duplex unit installed.

- If all else fails, contact the printer vendor (e.g. Dell, HP, etc). Based on the model number or serial number, the vendor should be able to tell you if your printer supports duplexing, or if not, whether you can purchase a duplexing unit for your printer.

Configure the appropriate settings on your computer

Once you have determined that your printer is capable of duplex printing you need to configure your computer's printer settings to tell the printer you want to print double-sided.

- Windows XP - Duplex Printing in XP
- Windows Vista - See this article for more details Duplex (Double-Sided) Printing in Windows
- Mac OS X - Duplex Printing

Athena Clusters

- Double-sided printing is the default setting on Athena for anyone who registered for their account in May 2008 or later.

- If you are trying to print in an Athena cluster and need help, please follow the instructions found on this web page Printing in an Athena Cluster

If you have more questions...

For recommended/supported printers and software, IS&T can offer more help. For non-recommended printers, IST consultants may not be able to provide much assistance, but will offer what they can.

- If your printer support is provided by IS&T's DITR group and you still need help please contact ditr@mit.edu
- Otherwise, you may contact the central IS&T Computing Help desk at helpdesk@mit.edu