Print Duplex by Default on Pharos

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Context

Switching to Duplex (Double-Sided) printing allows you to double the amount of information you can print. Since the quota is per page, switching to double sided effectively doubles your quota, while reducing the size of your backpack and your impact on the environment.

These steps will change your default when printing to Pharos. You can also select double-sided on a per job basis using the **Preferences** button (or similar, depending on the OS) in the print dialog box.

Windows 7 (Network Printer or Popup Client)

1. In your "Devices and Printers" control panel right-click on the `MIT B&W Pharos Printers` printer.
2. From the context menu that appears select **Printing preferences**.
3. Switch to the **Finishing** tab and select the checkbox next to **Print on both sides**
4. Click **OK**.

See Also

- Pharos Printing Landing Page