



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - May 2009

### Duplex printing on all printers

The NOAA OCIO's office has issued a directive requiring all NOAA Corporate Services office printers (both network and local printers) with two-sided printing (duplex) capabilities, to have this set as the default on each printer. We will be setting two-sided printing as the default on all printers starting 1 June.

For most documents, duplex printing saves paper but there are a few documents that need to be printed single sided. Contracts, personnel actions, and correspondence on letterhead might need to be printed single sided. If you need to change the print option for a document to single sided, please see the tech tip below.

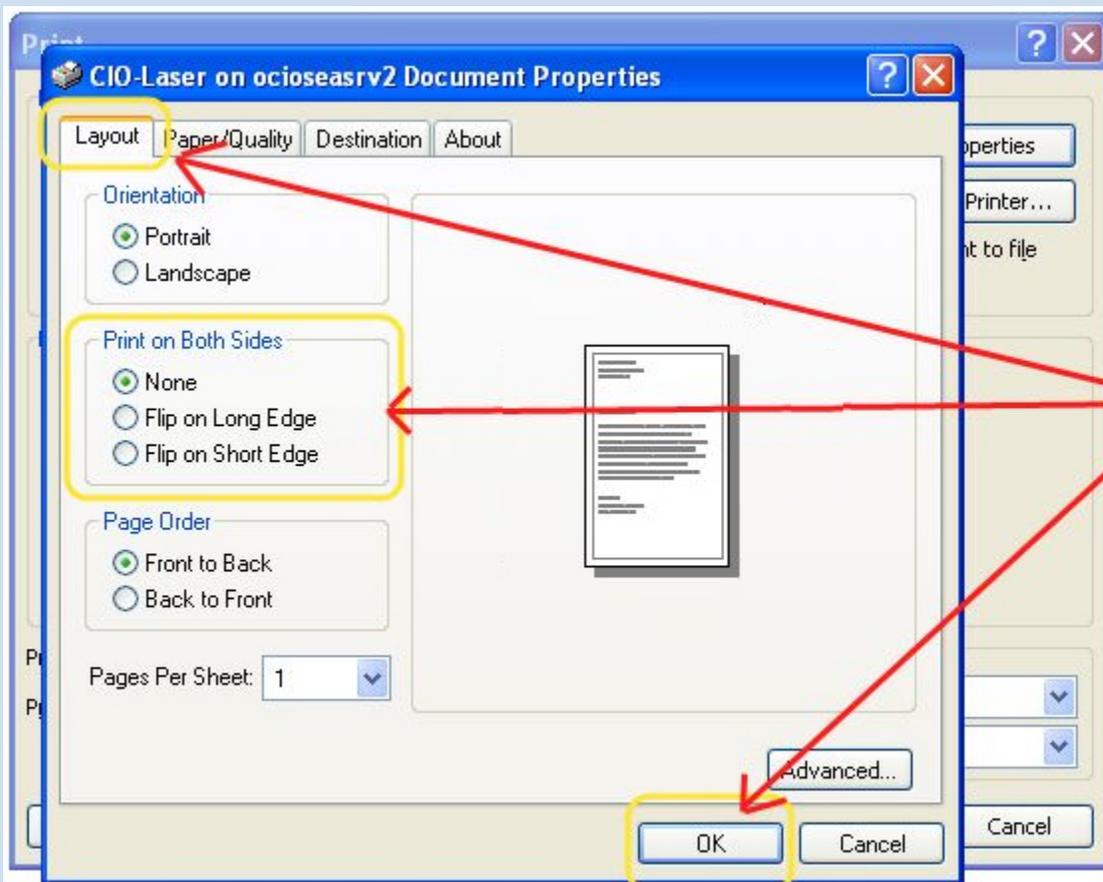
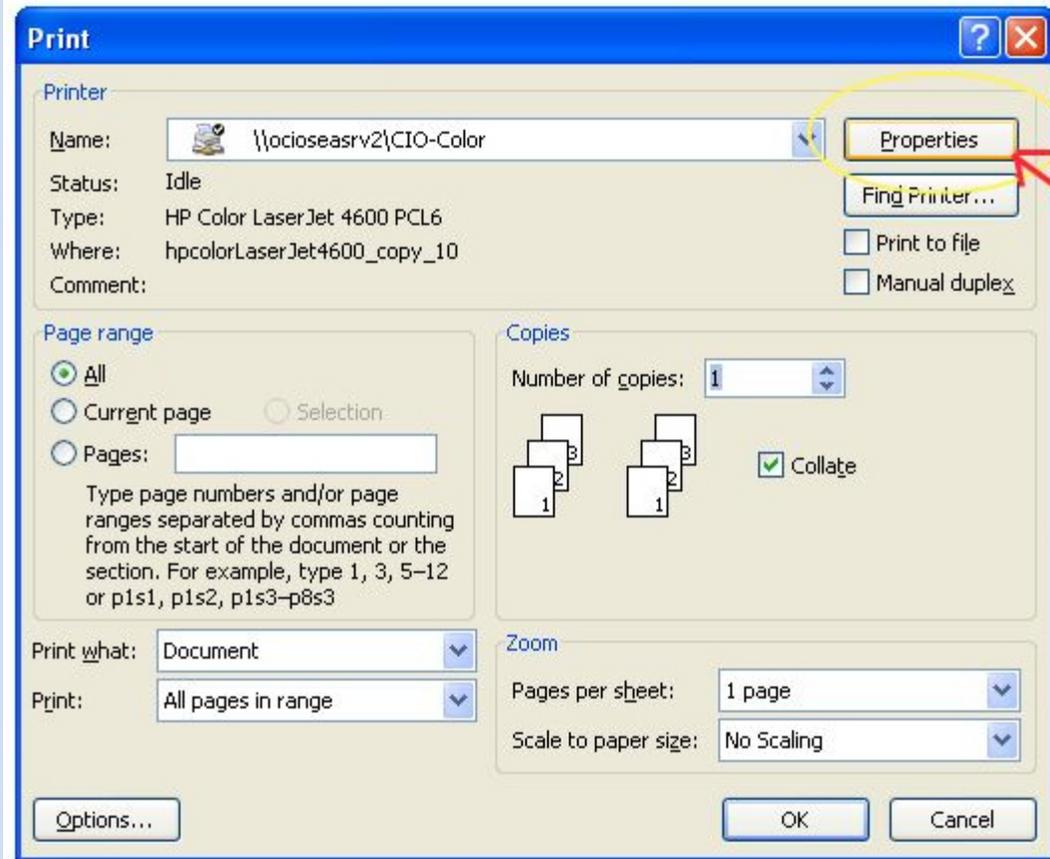
If you have any questions or concerns, please call the Computer Helpdesk at 6377.

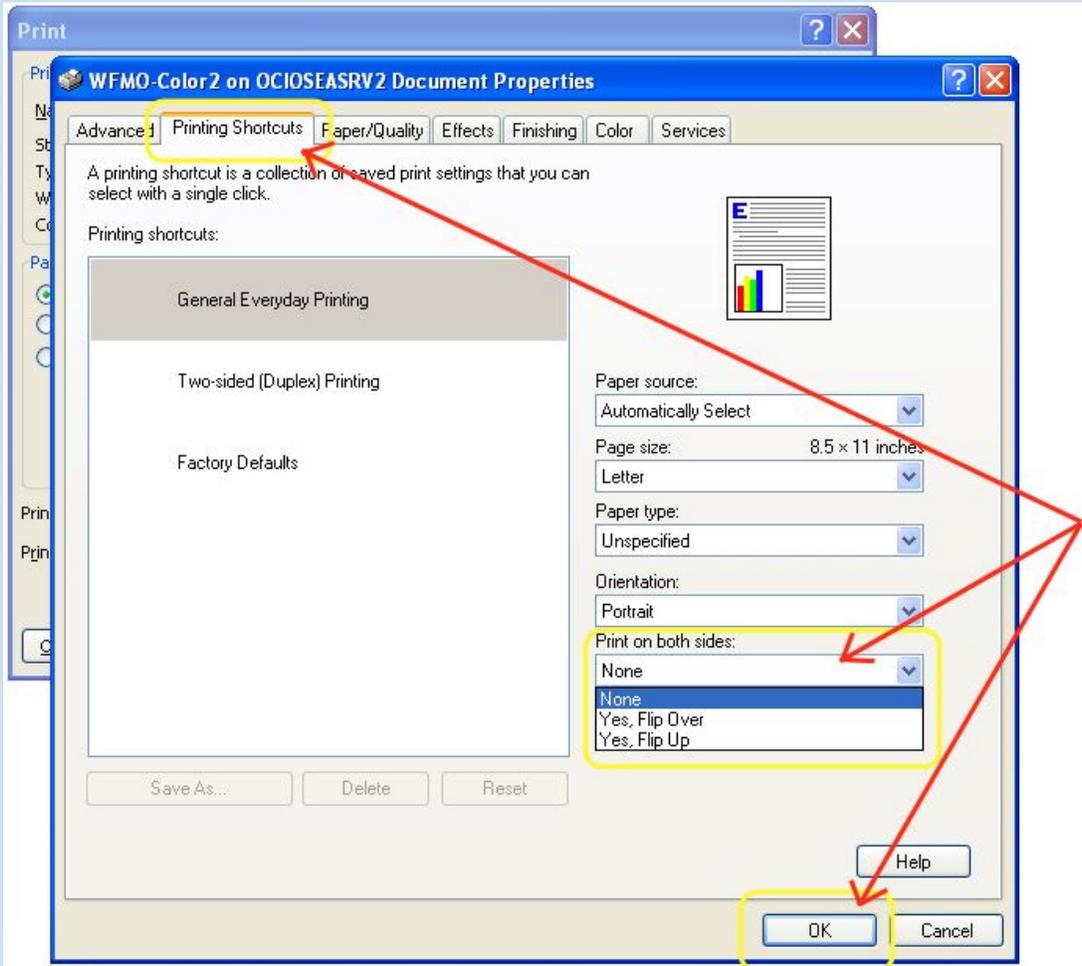
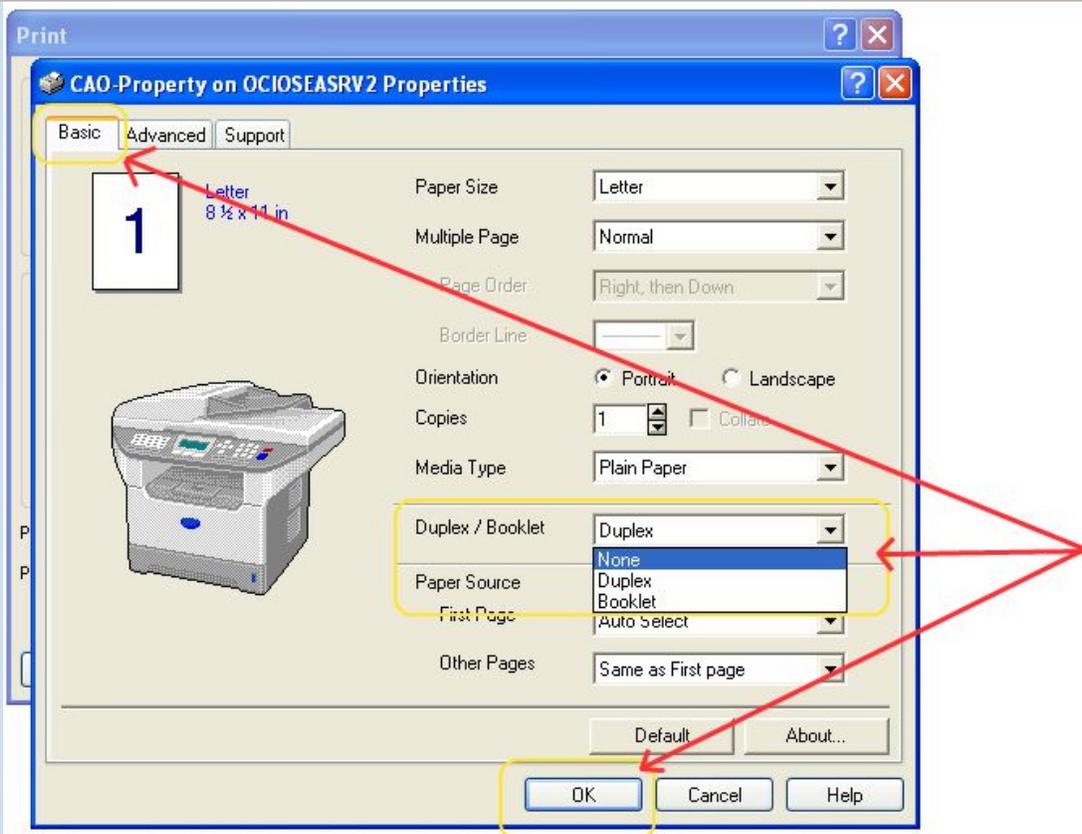
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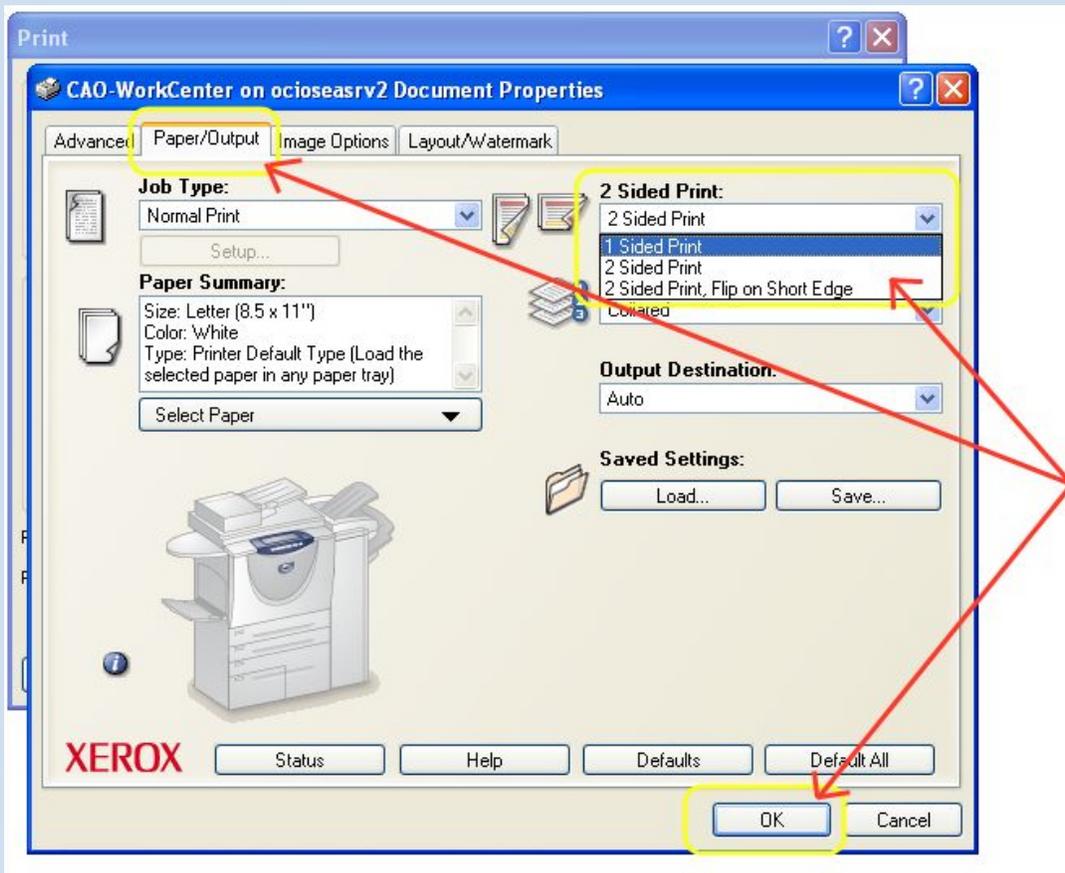
### May Tech Tips

- **Changing a document back to single sided printing**

To change a document back to single sided printing, you will need to go into the properties of the printer and select Duplex - None. This setting looks slightly different on different brand printers. Below are samples of the different duplex settings for our printers.







If you have any questions, please call the Computer Helpdesk at 6377.

This email authorized by OCIO Systems Support Seattle