How to Duplex Print to a Copier
For Individual Print Jobs

When the printer option window comes up during printing, click on the Properties button.

For Sharp Copiers located in Admin, Library, Student Center, FAB, Hall 4, EAB Basement and Admissions, click on 2-Sided Book under Document Style and click on OK to accept setting.

For the EAB 1st Floor Copier
On the Setup Tab, change Duplex to Long Edge and click OK to accept setting.

To permanently change your printer options to always Duplex, click on Start, then Printers and Faxes. Right click on the printer you want to change and choose Properties. Click on Printing Preferences at the bottom and make the same changes as shown above.