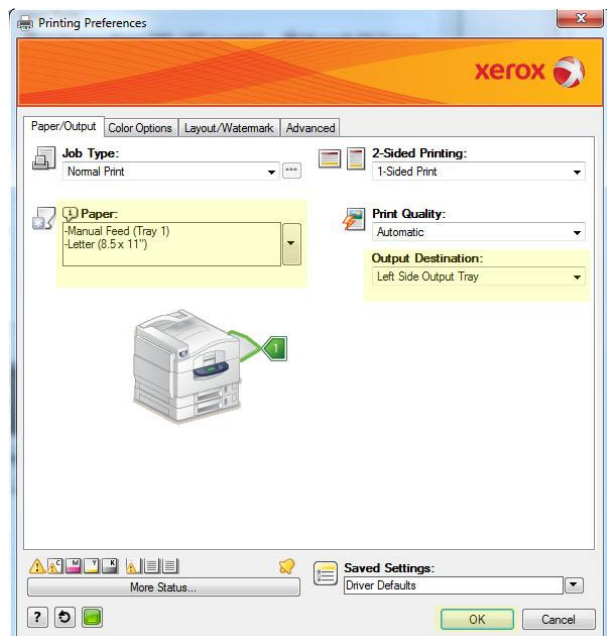
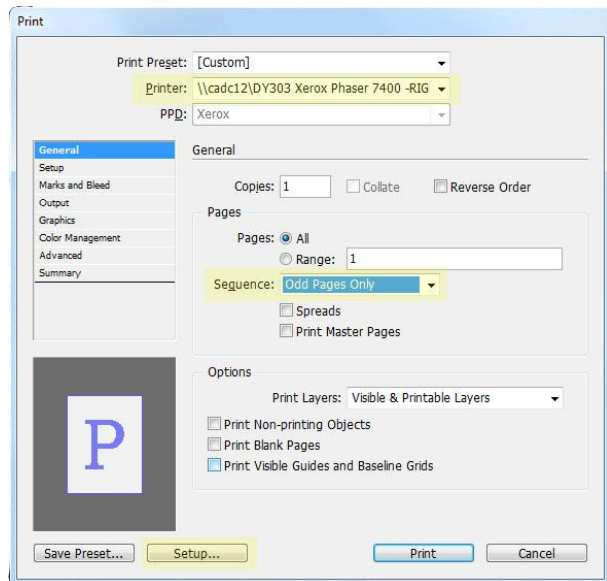


DOUBLE SIDED PRINTING ON THE PHASERS :: For nice paper/portfolios

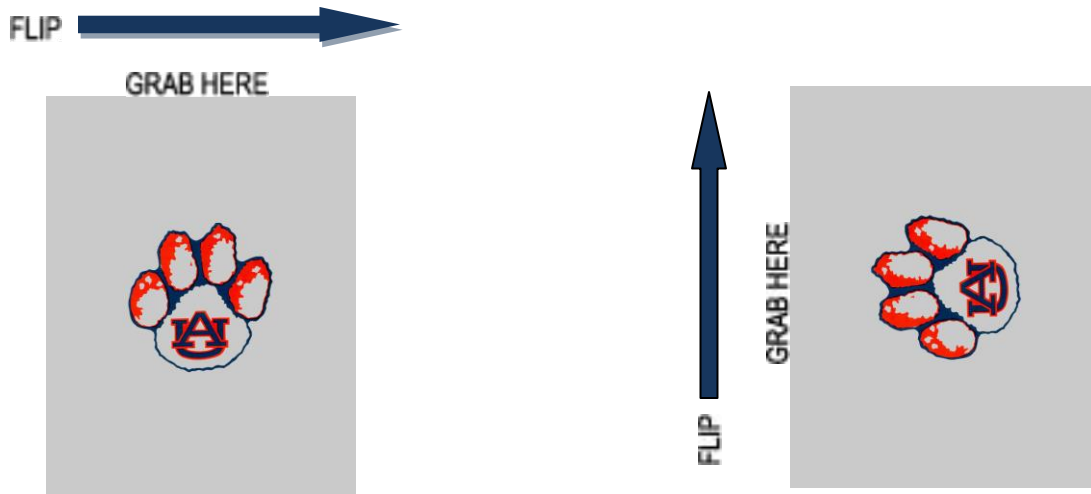
- To begin, make sure you have the **“Manual feeding on the Phasers”** documentation too in case you need to refer to it. For the best quality double-sided prints it is recommended that you manually feed your paper through these machines.
- Familiarize yourself with the manual feeding process.
- The step-by-step guideline shown here will be using Adobe CS5 InDesign which is the recommended program for creating books or portfolios.
- Select **File**, then **Print**, and choose the Phaser you wish to print to from the drop down menu.
- Under the **sequence** drop down menu, select **Odd Pages Only**.
- Select **Setup** in the bottom left corner and then click the **Preferences** button on the window that pops up.
- Click the tab labeled **Paper/Output**.
- Under the **Paper** drop down menu, scroll down to the option **select by tray**, and then click on **Manual Feed (Tray 1)**.
- Now, under the **Output Destination** drop down menu, choose **Left Side Output Tray**.
- Click **OK**, then **Print**.
- You will now be prompted at the Phaser to insert the paper of your choice into the Manual Paper Tray (Tray 1 on the right side of the Phaser). **Flip down the tray**, as well as the Left Side Output Tray, and **load your paper** as instructed.
- Press the red **Cancel button** at any time if you need to stop the printer.
- Once your odd pages are finished printing, you will need to print the even pages.
- Follow the same instructions as before (**steps 4-12**) but this time **specify Even Pages Only**.



15. Once you have sent the print job you will need to load the manual tray with the odd pages you have just printed. Below is a guide showing how to flip the pages so that the even pages will print correctly.

NOTE: If you printed **Portrait**, grab the top and flip the stack over keeping the top at the “top”.
If you printed **Landscape**, grab the left side and flip the stack over keeping that left side on the left.

ALWAYS TEST PRINT!!!



16. Once you load your odd pages back into the Manual Feed Tray, the printer should start printing the even pages. **Monitor your print job** to ensure it is printing correctly.

Again, a **VERY** important step in double sided printing is to **ALWAYS TEST PRINT first**.

IF you are still having problems, you may contact the CAD CIT HelpDesk for further assistance.

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