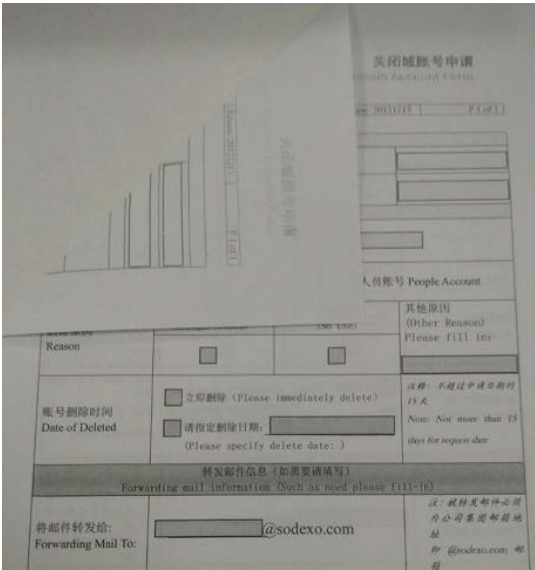# HOW TO COPY/PRINT WITH 1-SIDED/2-SIDED

The both-sides option enabled by default as environment protection.
Let's talk about how to change those settings when your needed.

Demo:

Both Sides

1 side

Sodexo Greater China: B-8F, Renji Plaza, No. 101 Jingshun Road, Chaoyang District, Beijing, 100102
索迪斯中国：北京市朝阳区京顺路 101 号人济大厦 B 座 8 层，100102
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How to change PRINT option with 1-Sided/2-Sided

First, let me introduce the steps of how to change the settings with *My Printer*,
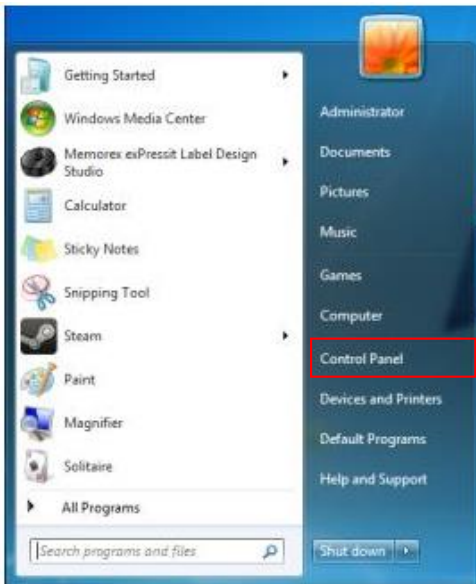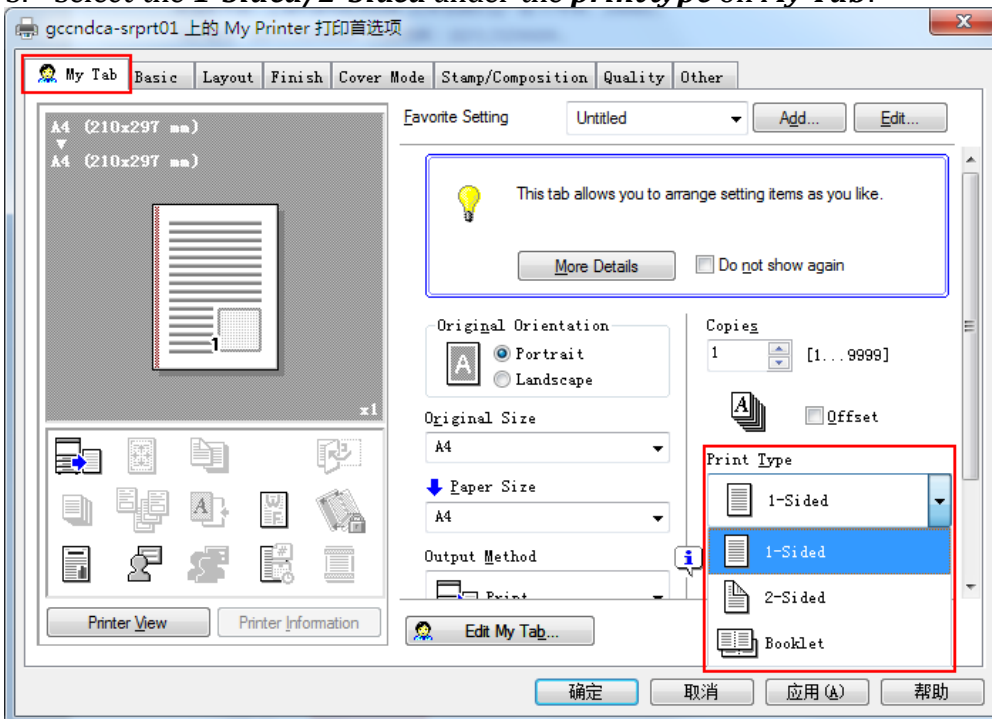

1. Click the *Devices and Printers* at Statup Menu

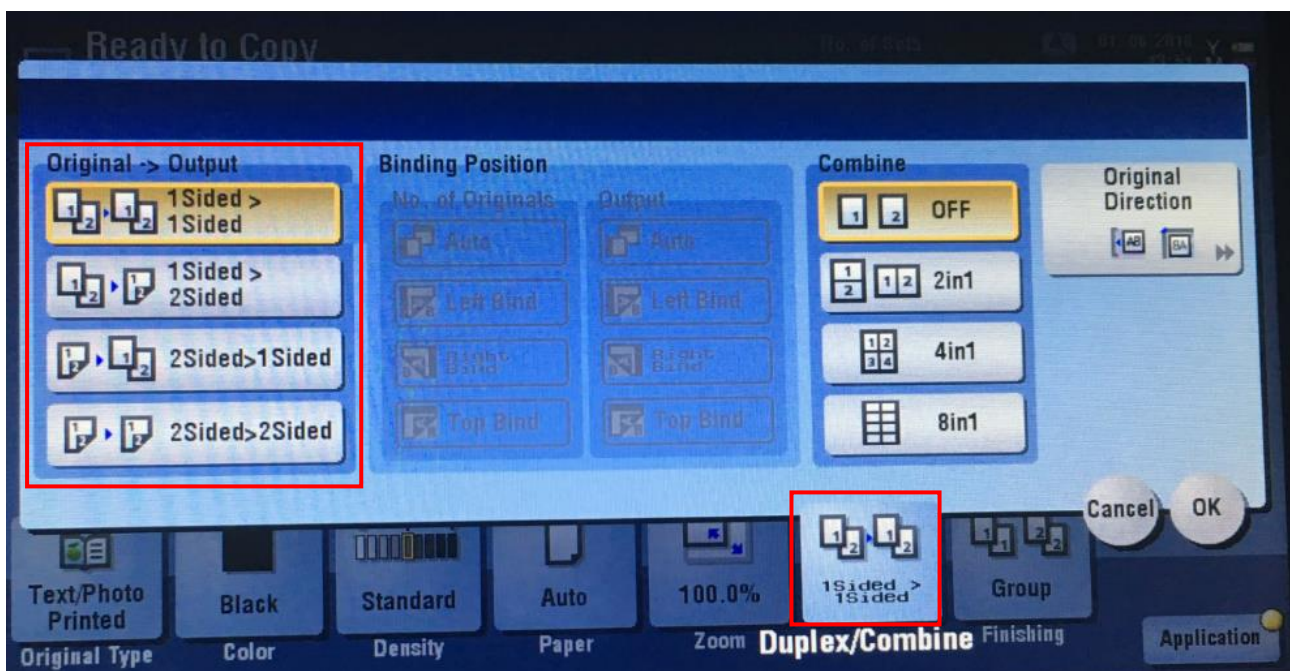2. Select *My Printer*, and right click, select *Printing Preferences*

3. Select the *1-Sided/2-Sided* under the *print type* on *My Tab*.

How to change COPY option with 1-Sided/2-Sided

This section, we will talk about how to change the copy options.

1. Login printers with your employee card.

2. Click **Duplex/Combine**, and then choose options you need.

~ END ~