

Using the Duplex

(Applicable to all MX, CX, and X models)

Using the duplex function is essential in helping offices minimize their environmental foot-print. All of Lexmark's devices come with a duplexing option that allows users to print both single-sided and double-sided copies, allowing the user to decide which mode of printing proves to be most efficient for their workplace.

Using the Duplex:

1. Select the 'Copy' icon from the main menu.
 2. Select the 'Sides (Duplex)' icon.
 3. Choose the duplexing option you wish to use. Users have the option of printing one to one-sided, one to two-sided, two to one-sided, and two to two-sided
- *If you wish to know more of the feature, select the '?' icon in the bottom right hand corner of the screen.
4. When you have selected the appropriate duplexing option, select the green checkmark in the bottom right hand corner of the screen.
 5. When you are satisfied with your duplexing settings, select 'Copy It' in the bottom right hand corner of the screen to copy your documents.

