

29 December 2021

**Terra Industrial New Zealand Ltd**

PO Box 16 168

16 Branston Street, Hornby

Christchurch 8441, New Zealand

03 983 2333 Tel

www.TerraCat.co.nz

**Two-sided Printing in Naxt**

1. Go to the main home page of NAXT
2. Press CTRL F3 on your keyboard > Task Manager window will open
3. **File** > **Run new task**

Graphical user interface, application

Description automatically generated

1. Type in **Control Printers** like below

Graphical user interface, application

Description automatically generated

In here you can access your printers for NAXT (They are loaded different to the printers on your computer)

1. Right click on the printer that you use for NAXT > **Printing Preferences**

Graphical user interface, text, application, Word

Description automatically generated

1. Select 2-sided printing
2. Click **OK**

Graphical user interface, application

Description automatically generated

To make sure the changes take effect, close and reopen NAXT 😊