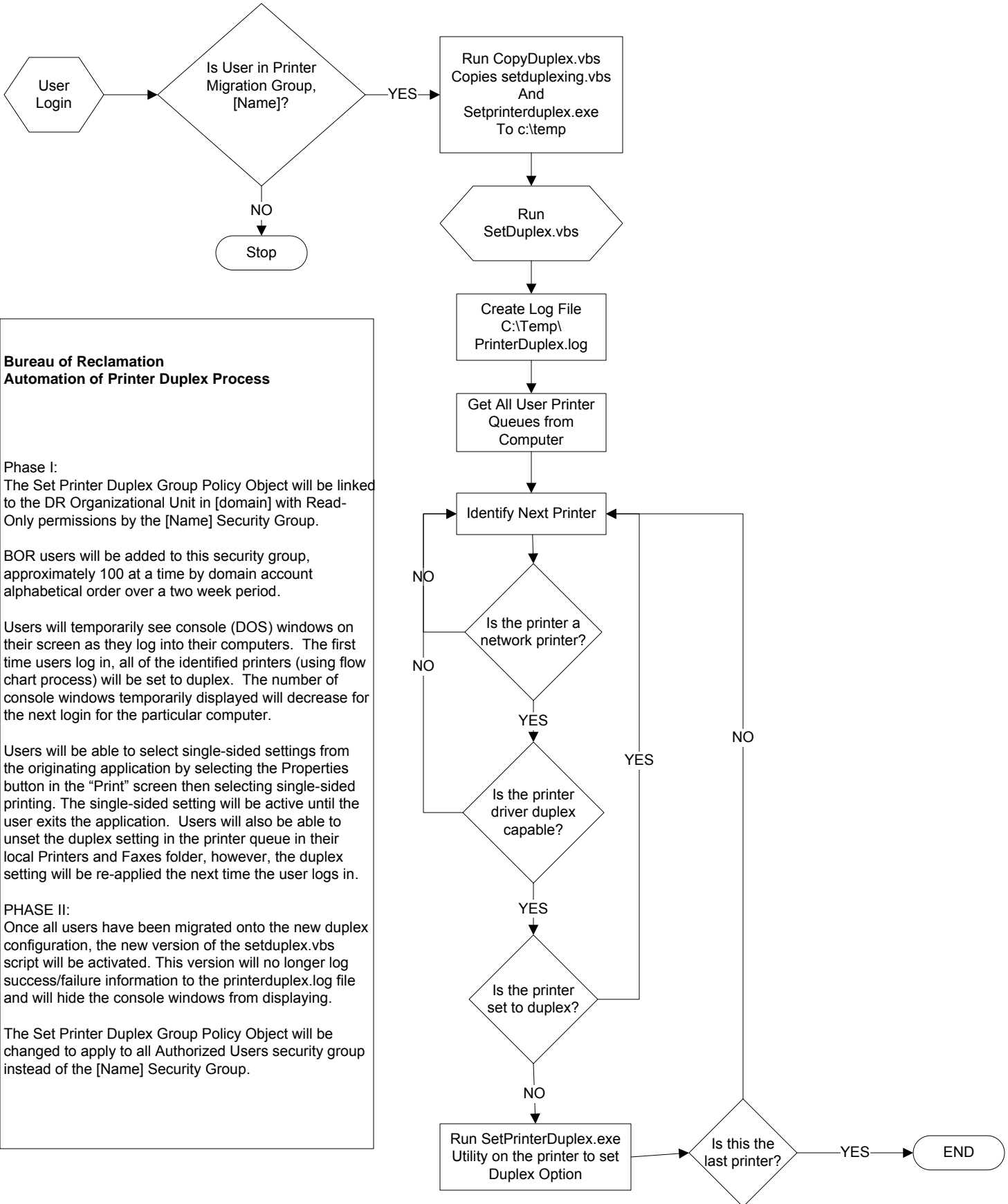


# Printer Duplex Process

REV: 022311



## Bureau of Reclamation Automation of Printer Duplex Process

Phase I:  
The Set Printer Duplex Group Policy Object will be linked to the DR Organizational Unit in [domain] with Read-Only permissions by the [Name] Security Group.

BOR users will be added to this security group, approximately 100 at a time by domain account alphabetical order over a two week period.

Users will temporarily see console (DOS) windows on their screen as they log into their computers. The first time users log in, all of the identified printers (using flow chart process) will be set to duplex. The number of console windows temporarily displayed will decrease for the next login for the particular computer.

Users will be able to select single-sided settings from the originating application by selecting the Properties button in the "Print" screen then selecting single-sided printing. The single-sided setting will be active until the user exits the application. Users will also be able to unset the duplex setting in the printer queue in their local Printers and Faxes folder, however, the duplex setting will be re-applied the next time the user logs in.

PHASE II:  
Once all users have been migrated onto the new duplex configuration, the new version of the setduplex.vbs script will be activated. This version will no longer log success/failure information to the printerduplex.log file and will hide the console windows from displaying.

The Set Printer Duplex Group Policy Object will be changed to apply to all Authorized Users security group instead of the [Name] Security Group.