Go to Start button
Select Printers and Devices from Menu. (or can be found in Control Panel if not listed)
Right Mouse click on the Icon of the copier
Select Print properties from menu
On the General Tab select Preferences
On the Printing Options Tab Change to 1 sided print from the pull down menu
Click on Apply and Ok
Select the Advanced Tab
Select Printing Defaults
On the Printing Options Tab Change to 1 sided print from the pull down menu