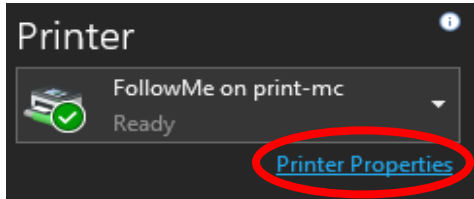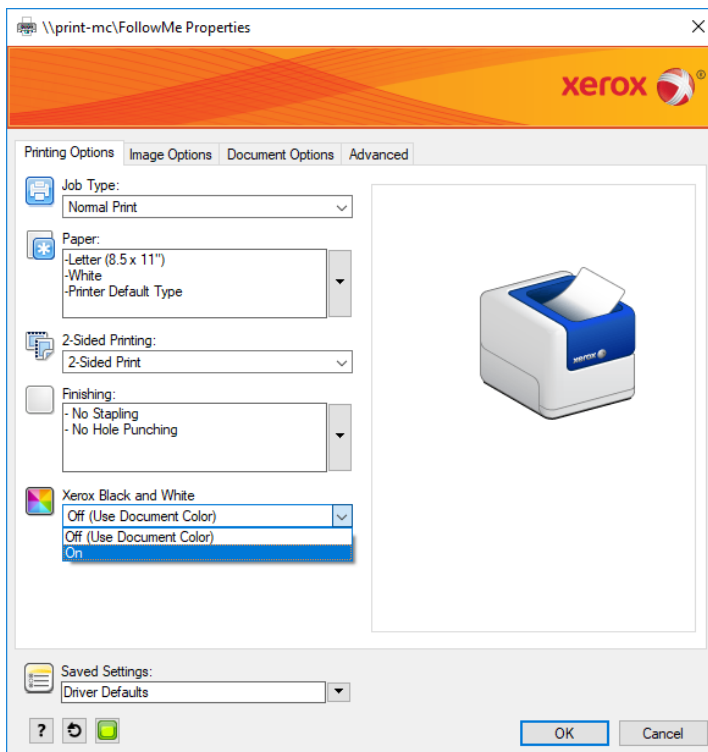# XEROX COLOR PRINTING OPTIONS

- IF A DOCUMENT ONLY HAS BLACK AND WHITE, IT WILL PRINT AS BLACK AND WHITE AND BILLED AS A BLACK AND WHITE IMPRESSION.

- IF A DOCUMENT HAS COLORS, IT WILL PRINT AS A COLOR DOCUMENT AND BILLED AS A COLOR IMPRESSION.

- IF A DOCUMENT HAS COLORS, BUT YOU WANT IT TO PRINT AS BLACK AND WHITE AND BE CHARGED AS A BLACK AND WHITE IMPRESSION, FOLLOW THESE DIRECTIONS

1.) To adjust color settings on a document, choose Printer Properties for the FollowMe queue

2.) This will bring up the Xerox printing options. To change a color document to print as B&W, turn the Xerox Black and White to On.

3.) Some applications, like Chrome and Edge do not follow these rules and still require manual selection of color type. Please check the application before printing.

Google Chrome:

Microsoft Edge:

4) When printing to the FollowMe printer, after you log into the printer you will have the option to convert the print job to B&W at the printer.

       - Select Print Release

       - Check the box next to your document

       - Check the box "Print as grayscale"