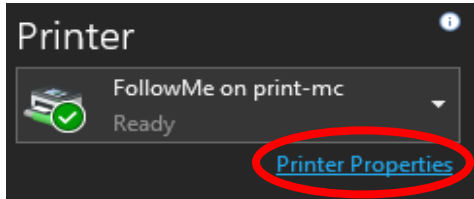


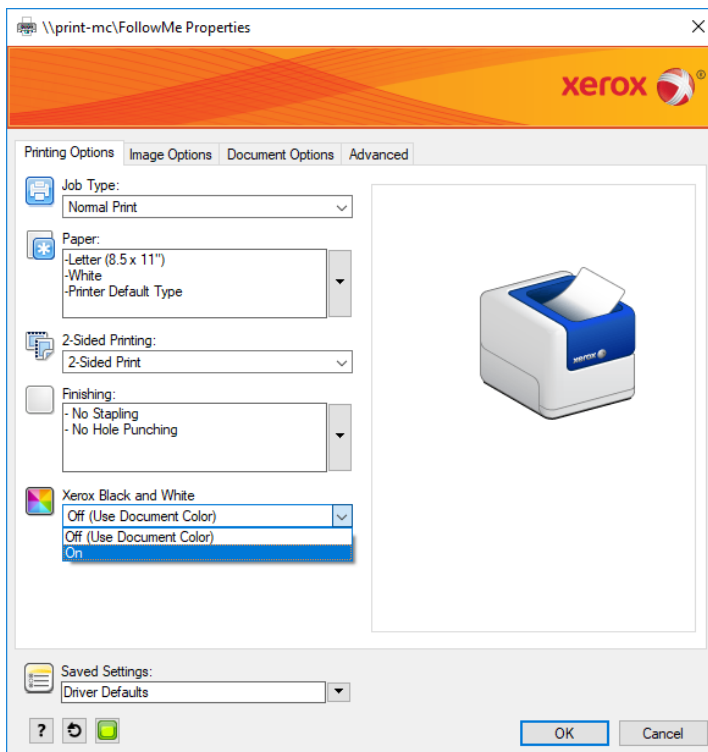
XEROX COLOR PRINTING OPTIONS

- 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:

Print 3 sheets of paper

Destination FollowMe on print-mc ▼

Pages All ▼

Copies 1

Layout Portrait ▼

Color Black and white ▼

Black and white

Color

More settings ▼

Microsoft Edge:

iSupport® - Assets - MC - Print

1 ▼

Paper and quality

Paper size
Letter ▼

Paper type
Printer Default Type ▼

Paper tray
Auto select ▼

Output options

Color mode
Grayscale

Color

None ▼

OK



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"

