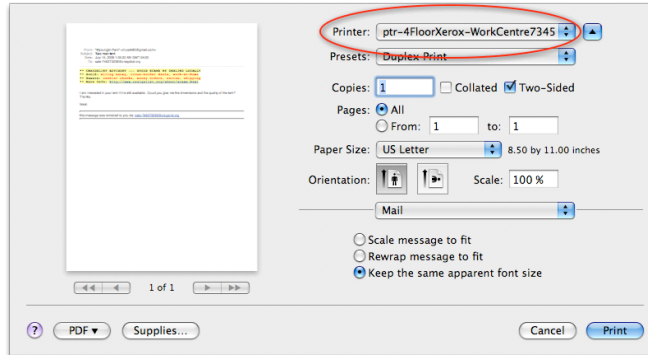


Printing Options on Xerox Printers

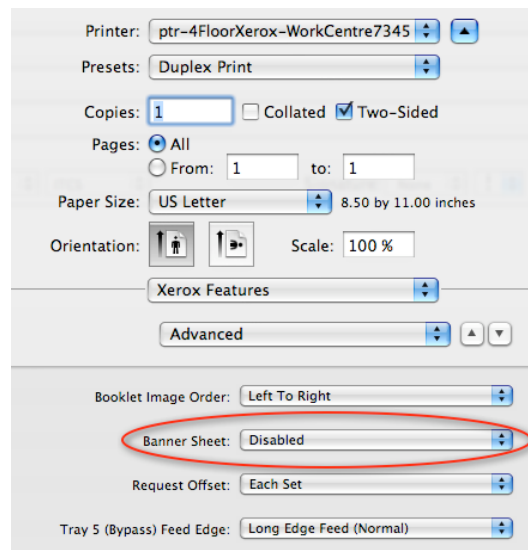
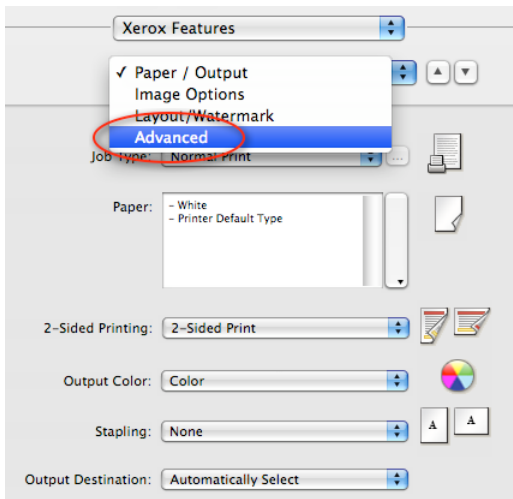
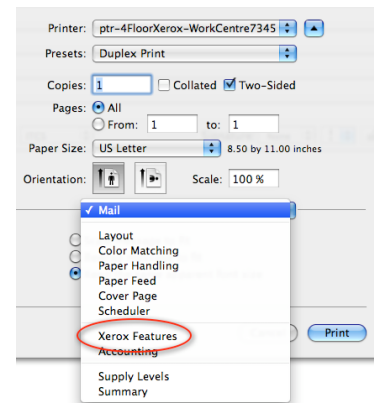
The intended audience for this document are end-users.

To select the printer you are going to use



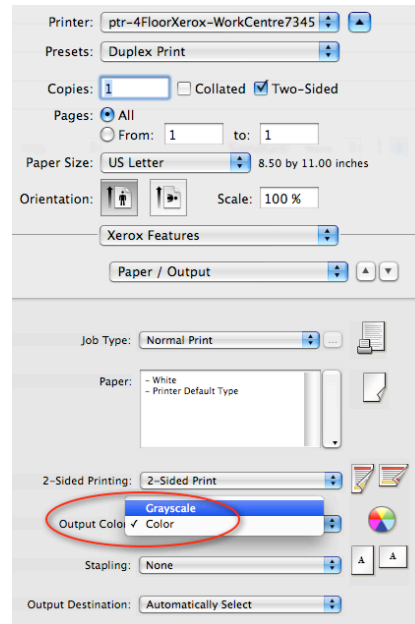
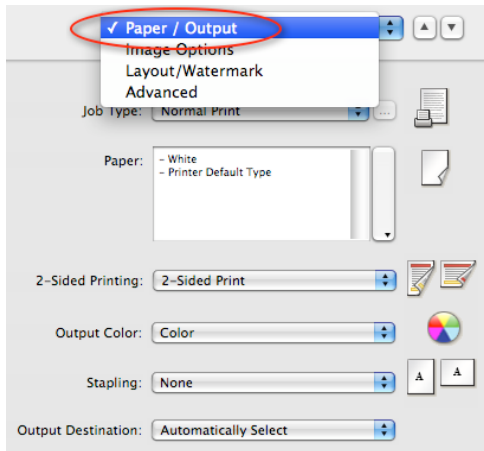
If you'd like to turn off the banner page

- Choose XEROX FEATURES
- In the next pull-down window, select ADVANCED
- Select DISABLED from the "Banner Sheet" options



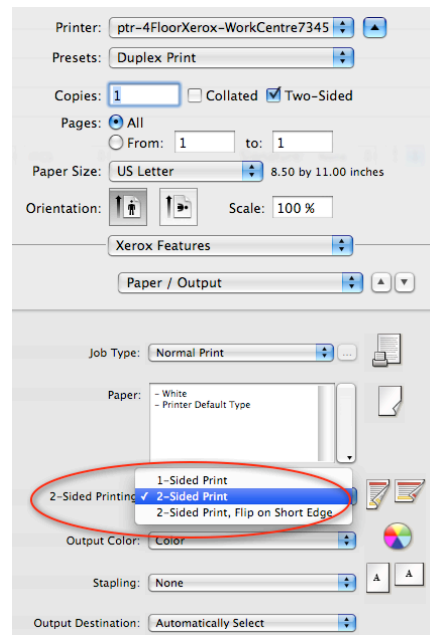
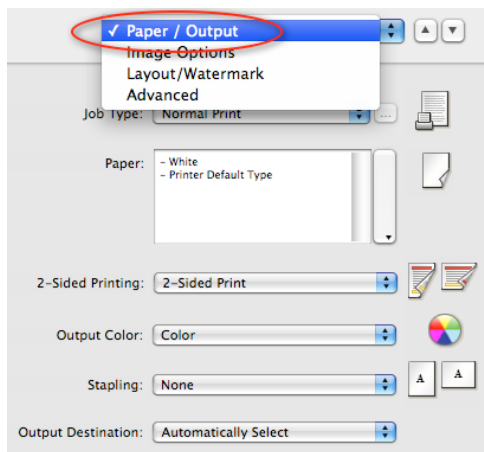
If you'd like to only print in black and white

- Choose XEROX FEATURES
- In the next pull-down window, select PAPER / OUTPUT
- Select GRAYSCALE from the "Output Color" options



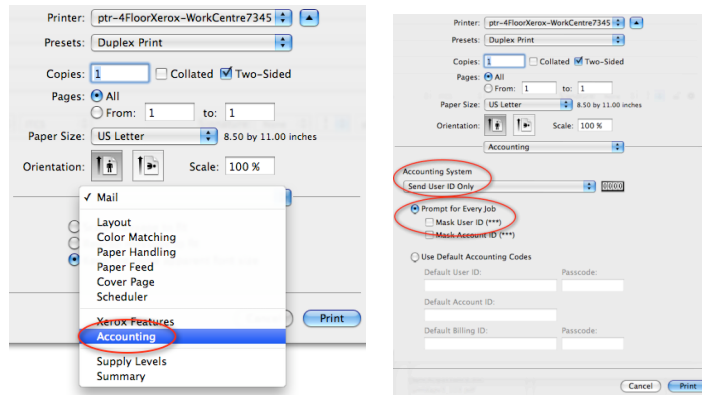
If you'd like to print with duplex (printing on both sides of a page)

- Choose XEROX FEATURES
- In the next pull-down window, select PAPER / OUTPUT
- Select 2-SIDED PRINT from the "2-sided Printing" option

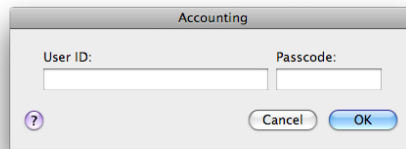


To print using printing access codes

- Choose ACCOUNTING
- Under "Accounting System," select SEND USER ID ONLY
- Select PROMPT FOR EVERY JOB

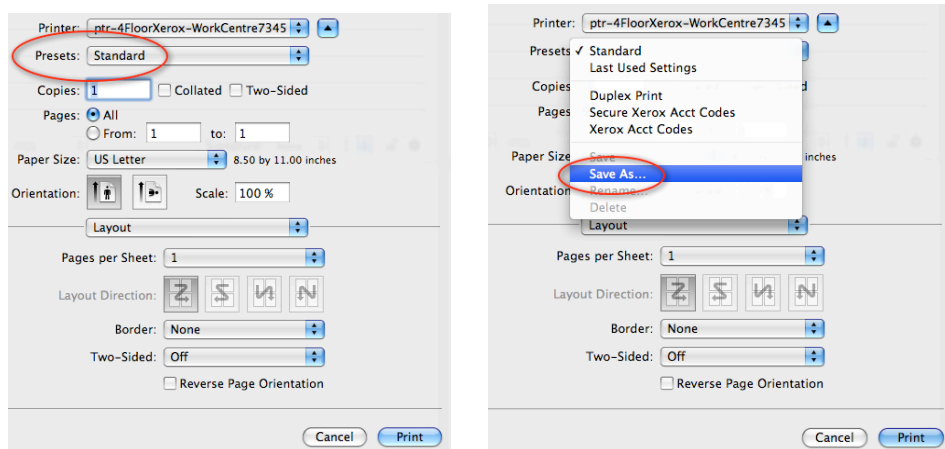


- Click PRINT and the Accounting window will appear
- Enter your account code in the "User ID" field. Leave the "Passcode" blank.



To save common settings you use often

- You can save multiple "Presets" for these printing options defined above
- Under "Presets", click SAVE AS



- Name your preset in a descriptive manner (eg. Color duplex printing with accounting)

