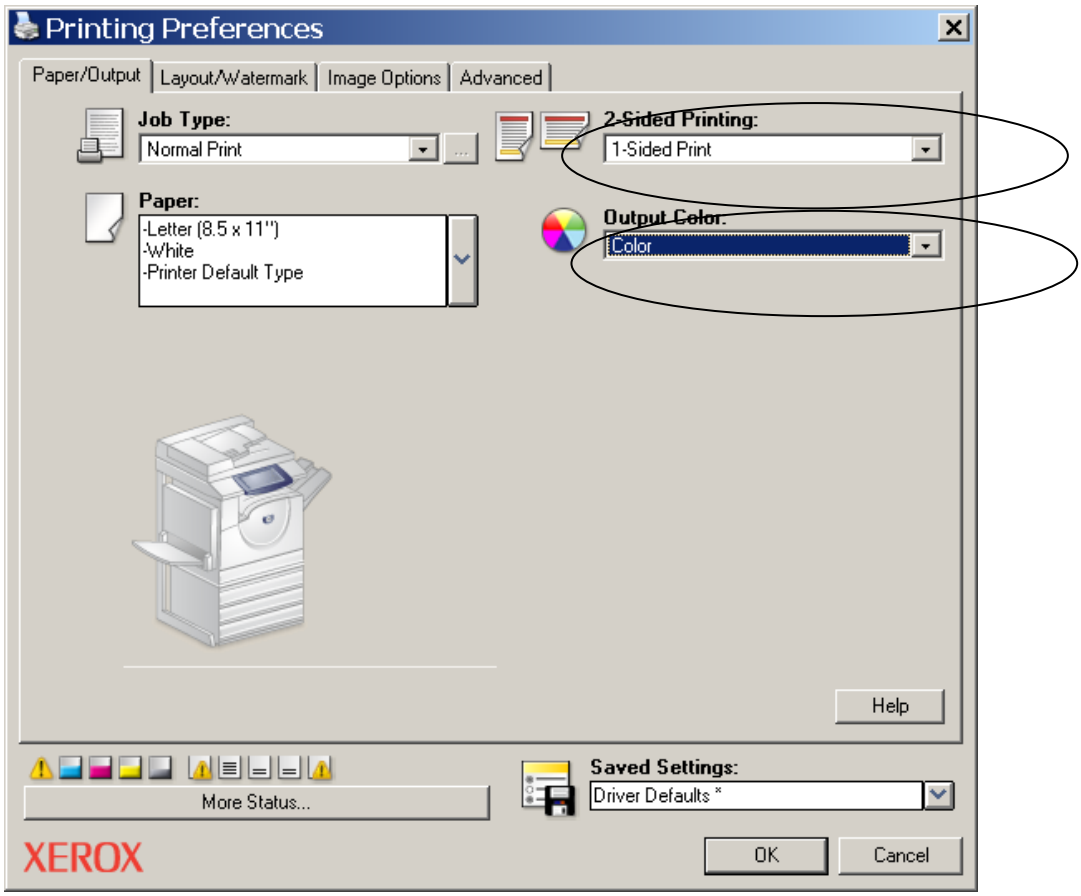
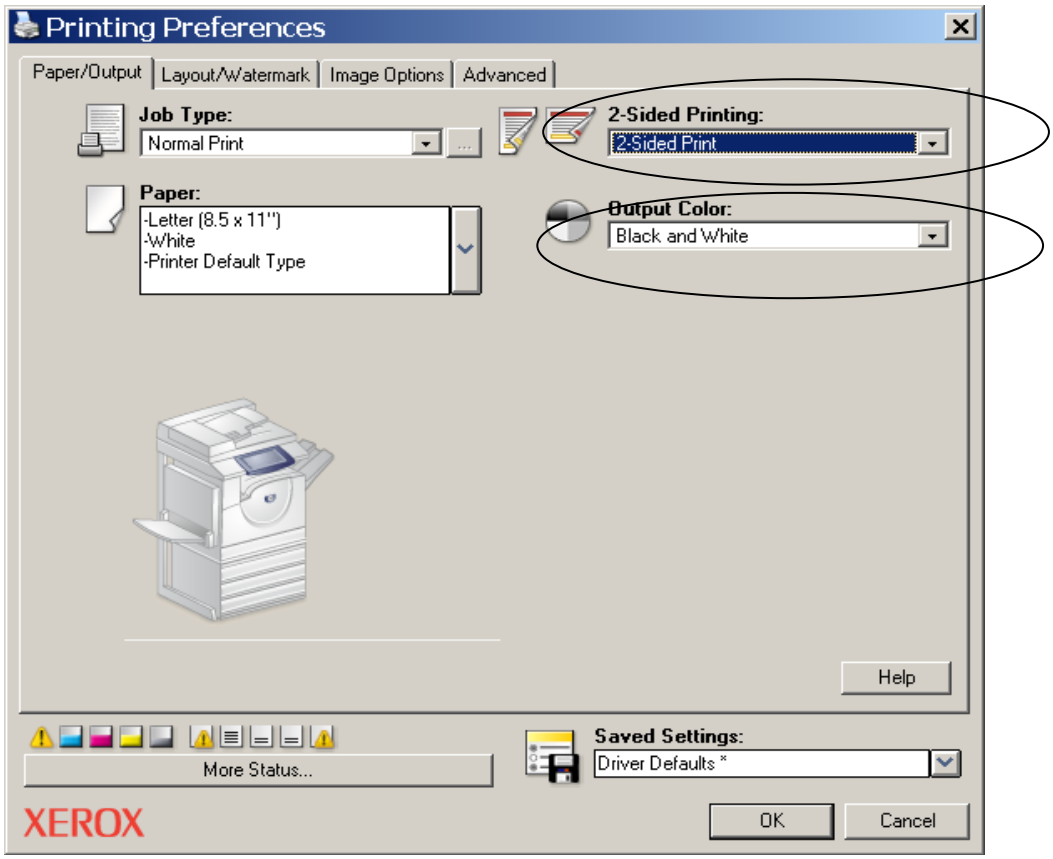


To save money, make sure your print default for "output color" is set to "black and white". If it is set to "Color", your department will be charged for color copies/prints even though the pages are black and white (see directions on next page to change default output color settings).



If you have networked our new Xerox Workcentre Multifunction Device a.k.a. MFD to print, the default setting is mistakenly set to color print rather than black and white print. Please take a minute to change your default print settings, thereby eliminating excess costs for unintended color prints.

Click on Start menu lower left.
Go to Settings > Printers and Faxes.
Right click on color printer option and find Name of dept look up name of dept. print driver and IP address
Select Printing Preferences.
In Printing Preferences dialogue box, select the second tab, Color Options.
Under Color Correction, select the Black and White option.
Click on Apply and OK.

The default setting for your print jobs is now set to Black and White. If you wish to print a document in color, you can change the settings for that job to color.

Go to File menu, select Print, check that the Xerox2 color printer is selected. Click on Properties, Color Option.
Under Color Correction select the first option, Automatic Color.
Click on OK.

Your Black and White default setting will resume when that individual job has been printed.

This simple change will create substantial savings over the course of the year.