Setting print options on the Xerox Follow Me Queue

As part of the departments desire to promote environmentally sustainable printing, the default settings for the Xerox Follow Me queue is to print in black and white with double sided (duplex) printing. These settings will need to be changed per document as this default is set at the print queue.

To change these settings, make sure the Xerox_FollowMe queue is selected in your application (example in Word below left) and click on the 'Printer Properties' link to bring up the print properties window (below right)

| Info | Print |
|-----------------------|-----------------------------------|
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|--|--------------------------|
| | xerox [∞] |
| Printing Options Image Options Document Options Advo Bornal Print V IIII Paper: Pap | ned |
| Saved Settings: Driver Defaults * | OK Cancel Apply |

To change the various print options refer to the table below

| Change to single sided printing | Select 1-Sided print from the menu | | |
|---------------------------------|--|--|--|
| Change to colour printing | 2-Sided Printing: 2-Sided Print 2-Sided Print 2-Sided Print 2-Sided Print 2-Sided Print 2-Sided Print, Flip on Short Edge Select 'Off (Lise Document Color) from the 'Yerox Black and White' dron-down | | |
| | Xerox Black and White Off (Use Document Color) Off (Use Document Color) On | | |
| Change to bypass tray | Select 'Select By Tray – Bypass Tray' from the 'Paper' drop-down Paper: -A4 (210 x 297 mm) -White -Type: Automatically Select Other Size Other Color Other Type Select By Tray Automatically Select Tray 1 Bypass Tray | | |
| Enable stapling | Select '1 Staple' or '2 Staples' from the 'Finishing' drop-down Note: This will only work if you collect your print from the C8055 devices (the larger units). Finishing: No Stapling No Finishing 1 Staple 2 Staples | | |