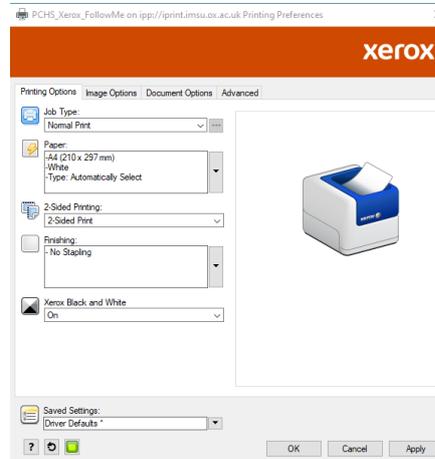
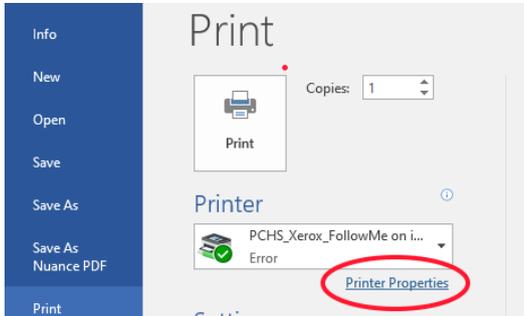


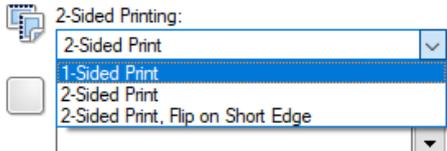
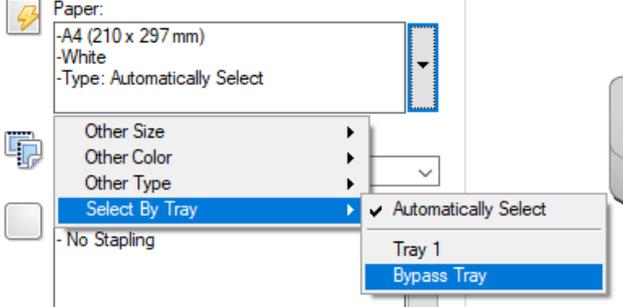
Setting print options on the Xerox Follow Me Queue

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)



To change the various print options refer to the table below

Change to single sided printing	<p>Select 1-Sided print from the menu</p> 
Change to colour printing	<p>Select 'Off (Use Document Color)' from the 'Xerox Black and White' drop-down</p> 
Change to bypass tray	<p>Select 'Select By Tray – Bypass Tray' from the 'Paper' drop-down</p> 
Enable stapling	<p>Select '1 Staple' or '2 Staples' from the 'Finishing' drop-down</p> <p>Note: This will only work if you collect your print from the C8055 devices (the larger units).</p> 