Printing in Color

- 1. Select file print
- 2. Do not adjust settings on the first screen that displays it will not save the settings
- 3. Click the Print Using System Dialogue link near the bottom of the screen (shown in the image below)

Print ? Total: 1 sheet of paper	
Printer	
Xerox Global Print Driver PS 🛛 🗸	
Copies	
Layout	
O Portrait	
C Landscape	
Pages	
O All	
e.g. 1-5, 8, 11-13	
Color	
Color ~	
Print on both sides	
Print on one side 🗸 🗸	
More settings \checkmark	
Print using system dialog (Ctrl+Shift+P)	
Print Cancel	

4. Click the More Settings link from the screen that displays

Microsoft Edge - Print	4	Þ	×
Printer			
Xerox Global Print Driver PS ~			
+ Add a printer			
Orientation			



5. On the Xerox printing preferences screen locate the Xerox Black and White drop down box

		xerox™	
-Touch Printing Options Image Options Job Type: Normal Print Normal Print Paper: -Letter (8.5 x 11") -White -Printer Default Type -Vhite 2-Sided Printing: 2-Sided Print 2-Sided Print On Verox Black and White: On Off (Use Document Color) On Standard Output Destination: Automatic Output Destination:	ptions Document Options Advanced	ilable	
Presets: Default Settings			

6. Select Off(Use Document Color) from the drop-down box

inting Preferences		×	3
		xerox™	-
1-Touch Printing Options Image Options Dot Job Type: Normal Print Image Options Dot Normal Print Paper: Image Options Image Options Dot Paper: Image Options Paper: Image Options Image Options Dot Image Options Paper: Image Options Image Options Image Options Dot Image Options Paper: Image Options Image Options Image Options Dot Image Options Printer Default Type Image Options <	Advanced	ilable	
Presets: Default Settings *		OK Cancel	

7. Click OK to refer to the previous screen

8. Adjust the desired number of copies at this screen

No preview available
No preview available

9. Click print