

List of Law Xeroxes for General Printing (PC)

1. LAW-ALRD483-XEROX-2 (B&W) – Allard Hall R.483
2. LAW-ALRD426-XEROX -2 (Colour) – Allard Hall R.426
3. LAW-ALRD367-XEROX -2 (B&W) – Allard Hall R.367
4. LAW-ALRD271-XEROX -2 (Colour) – Allard Hall R.271
5. LAW-ALRD161-XEROX -2 (Colour) – Allard Hall R.161

How to Print in Colour (PC)

(NOTE: the default for the colour copier printer drivers is set to print in Black & White)

1. From **Word, Excel and PowerPoint**: Go to Print > Choose a Colour Xerox > Printer Properties > Printing Options tab > Xerox Black and White > change this to “Off (Use Document Color)” and click OK. Then click Print to print the document.
2. From **Outlook**: Go to Print > Choose a Colour Xerox > Print Options > Properties > Printing Options tab > Xerox Black and White > change this to “Off (Use Document Color)” and click OK. Then click Print to print the document.
3. From **Firefox**: Go to Print > Click on “Print using system dialog” (may have to scroll down to see this) > Choose a Colour Xerox > Preferences > Printing Options tab > Xerox Black and White > Change this to “Off (Use Document Color)” and click OK. Then click Print to print the document.
4. From **Chrome**: Go to Print > Choose a Colour Xerox under Destination > Change “Colour” selection to “Colour” > More Settings > Scroll down and click on “Print using system dialog” > Choose a Colour Xerox (to make sure correct printer is still selected) > Preferences > Printing Options tab > Xerox Black and White > Change this to “Off (Use Document Color)” and click OK. Then click Print to print the document.
5. From **Acrobat Pro**: Go to Print > Choose a Colour Xerox > Properties > Printing Options tab > Xerox Black and White > change this to “Off (Use Document Color)” and click OK. Then click Print to print the document.

How to Set a Colour Xerox to Always Print in Colour by Default (PC)

(NOTE: the default for the colour copier printer drivers is set to print in Black & White)

1. Click on the Windows Search icon (magnifying glass) on the Taskbar.
2. Enter the text ‘control’ (without the quotes).
3. You should see the “Control Panel” listed. Click on it to open it.
4. Under “Hardware and Sound”, click on the “View devices and printers” link.
5. Right-click on the colour Xerox for which you wish to set the printing to Colour by default and select “Printer Properties”.
6. On the General tab, at the bottom of the window, click on the Preferences button.
7. Click on the “Printing Options” tab.
8. Under “Xerox Black and White”, change the selection to “Off (Use Document Color)” and click OK to save the setting. Click OK again to close the Properties window.

How to Set a Colour or B&W Xerox to Always Print in “Secure Print” Mode (PC)

1. Click on the Windows Search icon (magnifying glass) on the Taskbar.
2. Enter the text ‘control’ (without the quotes).
3. You should see the “Control Panel” listed. Click on it to open it.
4. Under “Hardware and Sound”, click on the “View devices and printers” link.
5. Right-click on the colour or B&W Xerox for which you wish to set the printing to Secure Mode by default and select “Printer Properties”.
6. On the General tab, at the bottom of the window, click on the Preferences button.
7. Click on the “Printing Options” tab.
8. Under “Job Type”, change the selection to “Secure Print” and click OK to save the setting. Click OK again to close the Properties window.