

List of Law Xeroxes for General Printing (**macOS Ventura and later**)

(to check for your macOS version, click on the Apple icon in the top-left of your screen and select “About this Mac”)

1. Xerox483-B&W – Allard Hall R.483
2. Xerox426-B&W – Allard Hall R.426
3. Xerox426-Colour – Allard Hall R.426
4. Xerox367-B&W – Allard Hall R.367
5. Xerox271-B&W – Allard Hall R.271
6. Xerox271-Colour – Allard Hall R.271
7. Xerox161-B&W – Allard Hall R.161
8. Xerox161-Colour – Allard Hall R.161

NOTE: macOS Ventura (and later?) does not save the printing Presets that we were able to use before for embedding your Xerox copy code into the Xerox print drivers. Therefore, had to change the procedure on how to embed your copy code into each printer, and to make things easier, you will now see **two** printers for each Colour Xerox machine (a B&W one and a Colour one).

IMPORTANT Notes for Printing to Xeroxes from a Mac

1. The Law Xeroxes need to receive your 4-digit copy code (User ID) when you print! Otherwise, they will print an error page that says “Invalid User ID or Account ID”.
2. On a Mac with macOS Ventura and later, your copy code (User ID) and the Account ID are now stored directly in the printer driver.
3. Never print using an app’s “quick print” icon. This method usually bypasses the special printer presets and will try to print without your copy code (User ID) and Account ID. **Always start to print by going to File > Print.**

How to Print in Black & White from Various Apps on a Mac

NOTE: these procedures ensure that when you print, your copy code (User ID) and Account ID will be sent to the Xerox. Otherwise, you will get an error page printed.

1. **Word, Excel, PowerPoint & Outlook:** Go to File > Print > Choose a B&W Xerox (i.e. Xerox271-B&W). Then click Print to print the document.
2. **Firefox:** Go to File > Print > Choose a B&W Xerox > Change “Color Mode” to “Black and White” > Scroll down if necessary and click on “Print using system dialog” > Choose a B&W Xerox (to make sure the correct printer is still selected). Then click Print to print the document.
3. **Chrome:** Go to File > Print > Choose a B&W Xerox > Change “Colour” selection to “Black and White” > More Settings > Scroll down if necessary and click on “Print using system dialog” > Choose a B&W Xerox (to make sure the correct printer is still selected). Then click Print to print the document.

4. **Acrobat Pro:** Go to File > Print > Choose a B&W Xerox > Click on “Printer” button > Click “Yes” to popup window > Choose a B&W Xerox (to make sure the correct printer is still selected) > Click “Print”. Then click the Print button to print the document.

How to Print in Colour from Various Apps on a Mac

NOTE: these procedures ensure that when you print, your copy code (User ID) and Account ID will be sent to the Xerox. Otherwise, you will get an error page printed.

1. **Word, Excel, PowerPoint & Outlook:** Go to File > Print > Choose a Colour Xerox (i.e. Xerox271-Colour). Then click Print to print the document.
2. **Firefox:** Go to File > Print > Choose a Colour Xerox > Change “Color Mode” to “Colour” > Scroll down if necessary and click on “Print using system dialog” > Choose a Colour Xerox (to make sure the correct printer is still selected). Then click Print to print the document.
3. **Chrome:** Go to File > Print > Choose a Colour Xerox > Change “Colour” selection to “Colour” > More Settings > Scroll down if necessary and click on “Print using system dialog” > Choose a Colour Xerox (to make sure the correct printer is still selected). Then click Print to print the document.
4. **Acrobat Pro:** Go to File > Print > Choose a Colour Xerox > Click on “Printer” button > Click “Yes” to popup window > Choose a Colour Xerox (to make sure the correct printer is still selected) > Click “Print”. Then click the Print button to print the document.