

Windows

Changing From Black and White to Color Copies

Click Print

Choose Printer from drop down list

Click Properties button from print screen

Xerox Models: 7400, 7500, 8570, 8560, 7435, 7345, 7120, 9201, 9301

Color Option Tab- Change to Color

Kyocera Models 8100 and 5025- Basic Tab- Bottom Right- Change to Color

Phaser 6180 and 6505- Paper/Output Tab-Bottom Right-Change to color

Changing from 2 sided to 1 sided Copies

Click Print

Choose Printer from drop down list

Click Properties button from print screen

Xerox Models: 7400, 7500, 8570, 8560, 7435, 7345, 7120, 9201, 9301

Paper/Output Tab- Change to 1-sided

Kyocera 8100- Basic Tab- Unclick print on Both Sides- Check Long (Portrait) or Short Edged (Landscape)

Phaser 6180 and 6505- Paper/Output Tab- Change to 1-sided