



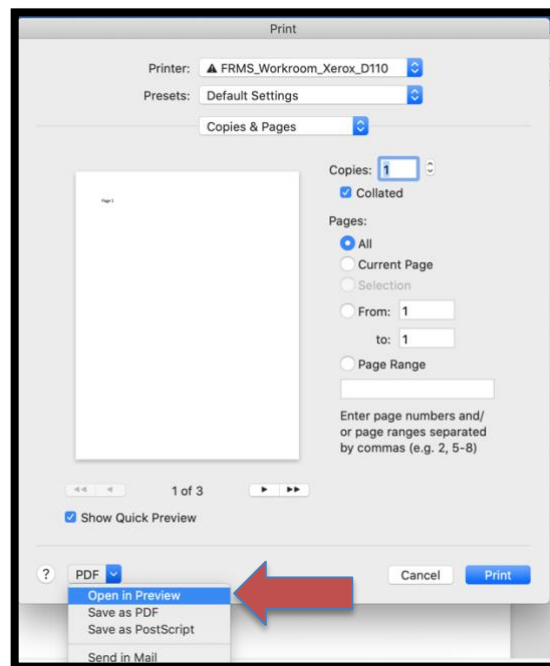
Xerox D110 B&W Printing Instructions - For Catalina

***Remote printing from a laptop running Catalina has color limitations at this time. You will only be able to print documents in one color. When selecting You must also select the color by tray and not from the Xerox menu.**

The Xerox Features (stapling, duplex, three-hole punch and color paper) are **ONLY available when you open documents in Preview on your MacBook**. Below are instructions for opening different types of documents in Preview and how you can use the Xerox Features.

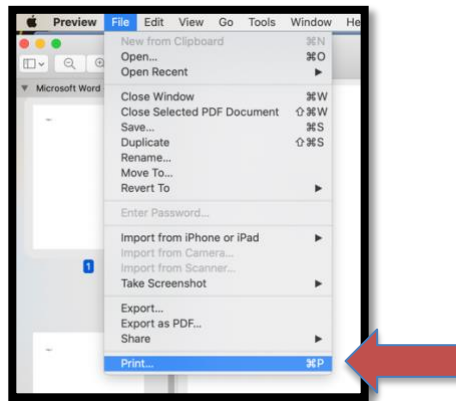
Printing in Office (Word, PowerPoint, Excel, Outlook) & Collab (Docs, Slides, Sheets) & PDFs:

1. When in the print menu, in the bottom left-hand corner, select “PDF” and “Open in Preview” (in Office) or “Select Open PDF in Preview” (in Google Apps) and bring up the menu.

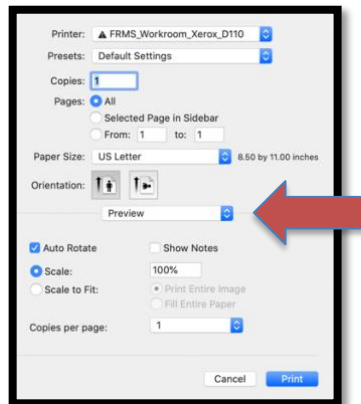




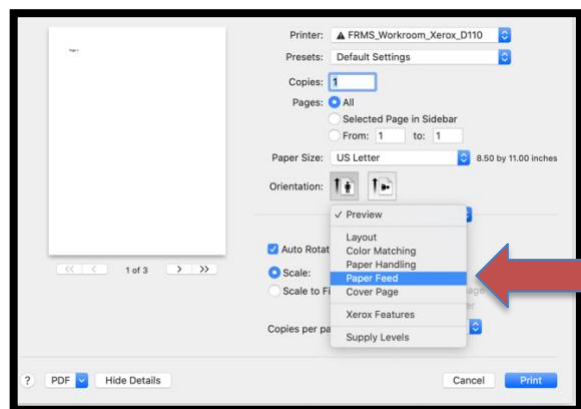
2. The document will open in Preview, then go to File and select print again.



3. In the Print Menu, select Preview to open a dropdown menu.

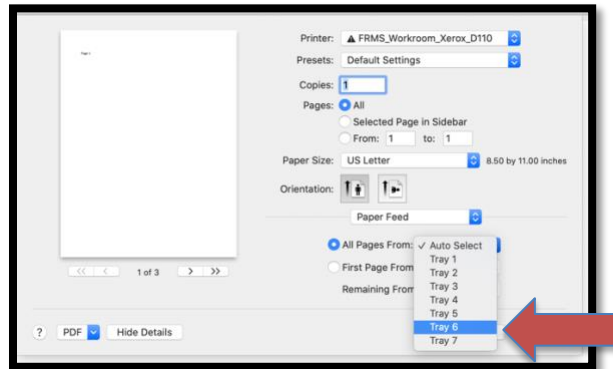


4. In the dropdown menu, select Paper Feed.

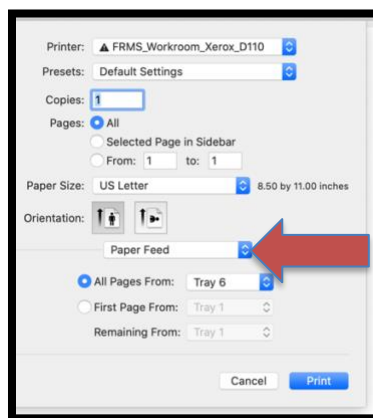




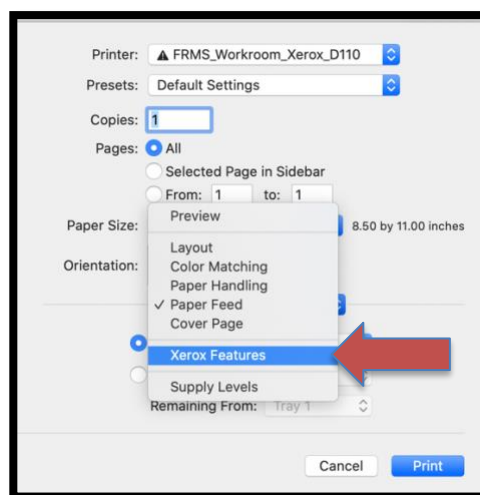
5. In the Paper Feed menu, select Tray 6. ^{SEP}Tray 6 is for white paper. Do not try to set different trays for First Page and Remaining Pages. It will appear to work, but will not print for you.



6. Once you have selected tray 6, click on Paper Feed to reopen that dropdown menu.



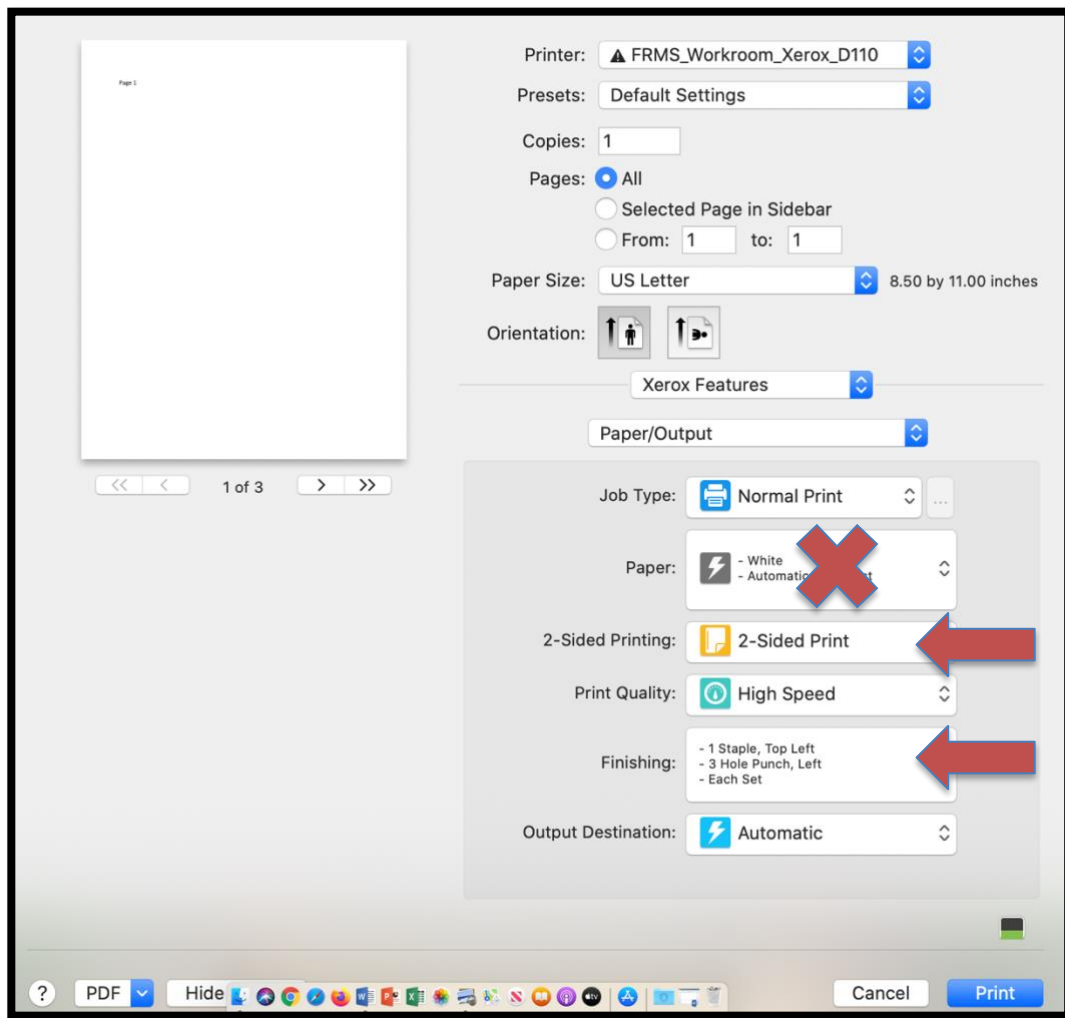
7. From that dropdown menu select Xerox Features





8. In the **Xerox Features:**

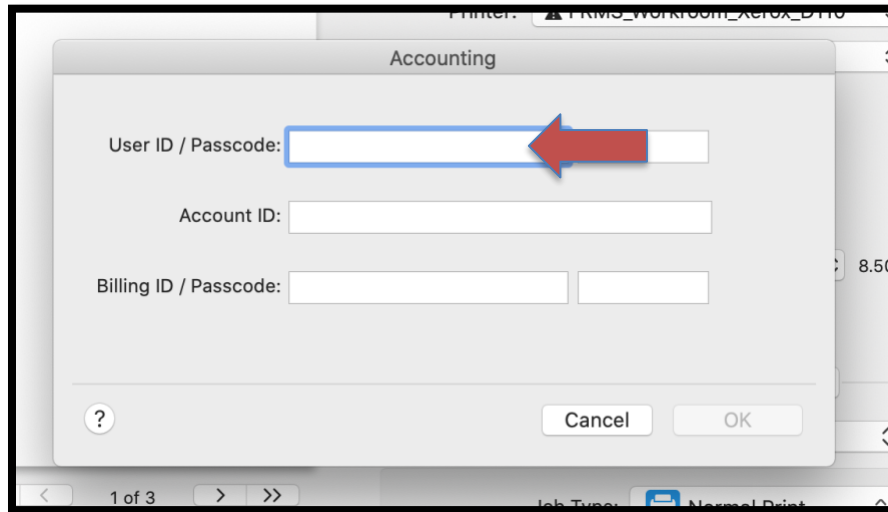
- Do not change anything in the dropdown menu for paper. It will cause an error.
- The 2-Sided Printing menu will let you print back to back if selected.
- The Finishing dropdown menu will allow you to staple, 3-hole punch, etc.



9. Once you have decided on 2-sided Printing and Finishing, click on “Print.” If you don’t see the Print button, hit enter on your keyboard.



10. An accounting window will pop up that will prompt for a passcode. Under the “User ID/Passcode” field, type your employee id number only in the first box (ignore all the other fields). Hit “OK” and your document will print. If you enter a wrong ID and hit OK, it won’t print and it won’t notify you.



11. The printer will automatically print a cover page with your name on it, indicating what is to follow is your print job, so look for this sheet to find your print job.

12. Once you print, go to the printer to pick up your job.