

List of Law Xeroxes for General Printing (**macOS Monterey and earlier**)

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

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

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, your copy code (User ID) and the Account ID are stored in a **special printer preset** (see #3 below).
3. Starting with the new Xerox AltaLink printers (in 2022), the IT Support Analyst (currently Bernie Flinn) will set up the Law Xerox printers on your Mac with two different printing presets:
 - a. For B&W Xeroxes: the preset is called “**Default Settings-B&W**”.
 - b. For Colour Xeroxes: there is a preset called “**Default Settings-B&W**” for black & white printing and a preset called “**Default Settings-Colour**” for colour printing.
4. 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 Colour from Various Apps on a Mac

NOTE1: 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.

NOTE2: for Black & White printing on a Colour Xerox, substitute the “Default Settings-B&W” preset into the instructions below and change the Colour mode to “Black and White” (Firefox and Chrome only).

1. **Word, Excel, PowerPoint & Outlook:** Go to File > Print > Choose a Colour Xerox (i.e. Xerox271-2) > Change “Presets” to “Default Settings-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” > Change “Presets” to “Default Settings-Colour”. 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” > Change “Presets” to “Default Settings-Colour”. 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 > Change “Presets” to “Default Settings-Colour” > Click “Print”. Then click Print to print the document.