# Xerox WorkCentre Products
Available Options

> You have many options when printing to a Xerox device including printing double-sided, stapling your project and/or scheduling your print job for a particular time. The College is sensitive to the environmental impacts of printing so the default is always to print double-sided whenever possible.

To change options:

1. Click on the Start button, then open the "Devices and Printers" window. Find the Xerox printer and right-click on it. Or if you are within a document, you can click on "Print" and then click on the "Properties" button to the right of the selected printer.
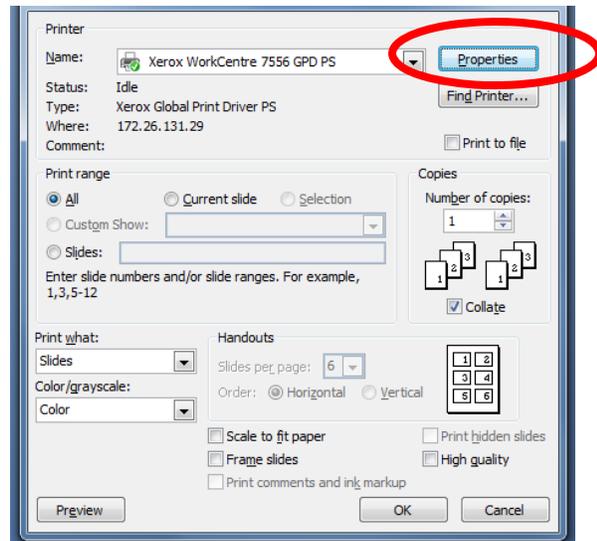
2. From here you can change from printing 2-sided (the default) to 1-sided. You can also select your stapling preferences.

3. If you want to schedule your project to print at a certain time, you can do that by selecting the "Delay Print" option from the Job Type menu. Then enter the time you want to print job to start.

4. If the device you have selected has color capabilities, you may print in color by going to the Color Options tab. The default set up will be for jobs to print in B&W unless you select color.