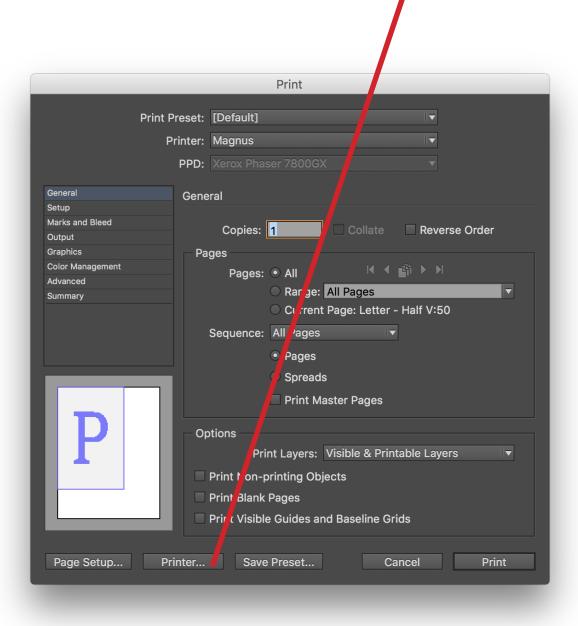
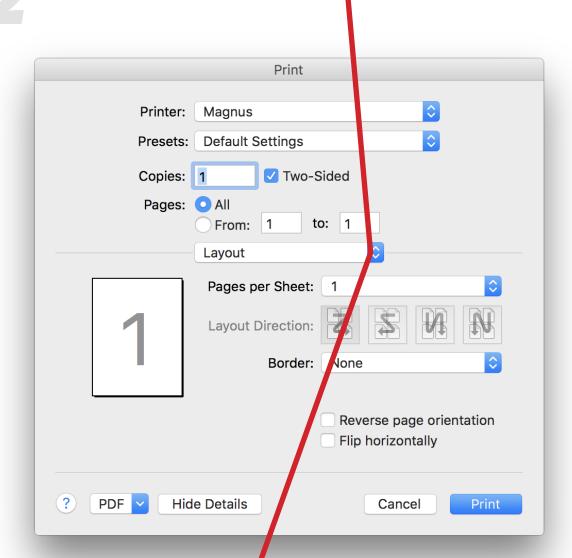
If you need to print in black & white:

Select "Printer" or "Printer Settings" on the bottom of the print dialogue box. Depending on the software you're using, it could say either one.



On the dropdown menu that says "Layout" select "Xerox Features."

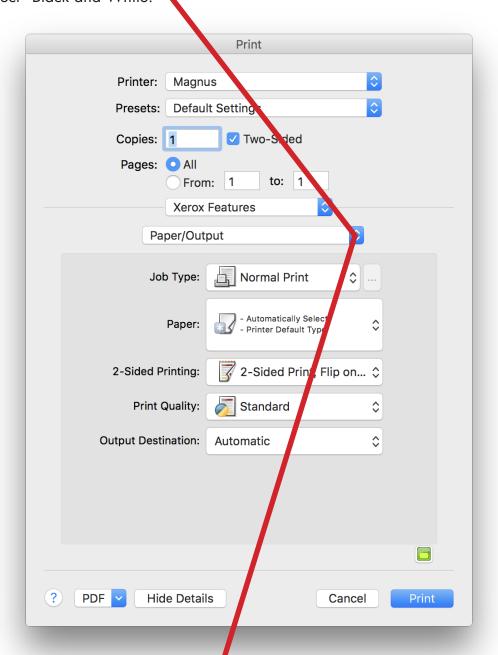


Layout
Color Matching
Paper Handling
Paper Feed
Cover Page

✓ Xerox Features

3

Select "Color Options" in the dropdown menu below "Xerox Features" and select "Black and White." ${\color{black} \bullet}$



Paper/Output
Special Pages
✓ Color Options
Booklet Layout
Advanced