Purpose: The principle reason for these instructions is to change printer preferences to default to a "draft" copy and to default to "black and white" copies.

For example, if the printer defaults to always printing a high quality and color print, it unnecessarily uses more ink and color ink thereby increasing the costs for the ink cartridges. Therefore, changing the preferences to always print a draft quality and printing black and white copies will minimize ink used on print jobs that do not require high quality, colored print.

These basic instructions are to intended to change the default preferences on print jobs.

Version: Operating System – Windows XP

Description	Step	Screen Captures and Examples		
Open Printer	Click Start, Settings, Printer			
Preferences	and Faxes.			
	Select the printer to be			
	modified. Right-click and			
	select Printing Preferences.			
	Select the Paper/Quality			
	tab.	Image: Second State Sta		
		Tray Selection		
		Paper Source: Automatically Select		
		Media: Plain Paper 🗸		
		Quality Settings		
	Draft	O <u>B</u> est O <u>N</u> ormal ⊙ Dr_aft □ Custom		
	Dian			
		Color		
	Black & White	📄 💿 Bla <u>c</u> k & White 🔤 🔿 C <u>o</u> lor		
		Advanced		
		OK Cancel Apply Help		
	Under Quality Settings,			
	choose "Draft".			
	Under Color, choose "Black			
	& White."			
	Click OK.			
Printing high-	Note: after	Example: if in a Microsoft Word		

Changing Printer Preferences

quality color copies.

following the above instructions, the printer will always default to printing black/white draftquality copies. If a color, high-quality copy is required, you will have to modify the preferences *each time* the color, highquality copy is needed. document, a high-quality color copy is needed, select File, Print. Click Properties.

Printer				
<u>N</u> ame:	🎯 Canon Bubble-Jet BJC-4300		✓ Pro	perties
Status:	Idle		Find F	Printer
Type:	Canon Bubble-Jet BJC-4300			hindon
Where: Comment:	LPT1:		Print to	file duple <u>×</u>
Page range		Copies		
All		Number of copies:	1	-
C Current p	age C Selection			
C Pages:			🔽 Co	ollate
Enter page n separated by	umbers and/or page ranges / commas. For example, 1,3,5–12			-
Print what:	Document	Zoom		
Print:	All pages in range	Pages per sheet:	1 page	•
-		Coole he see as sheet	the second second	_

Under the Paper/Quality tab, change the Quality to "Best" and the Color to "Color". Click OK.

👂 Canon Bubble	et BJC-4300 Docu	iment Propert	ies	<u>?</u> ×
Layout Paper/Quali	y Maintenance			
Tray Selection				
Paper <u>S</u> ource:	Automatically Selec	t	~	
<u>M</u> edia:	Plain Paper		~	
Quality Settings				
● Best	<u>○ N</u> ormal	O D⊥aft	Custom	
Color				1
	O Bla <u>c</u> k & White	•	Color	
			Advanced	
				,
		ОК	Cancel H	elp

Note: using the printer icon will *NOT* allow you to change the printer preferences. Since the printer icon automatically creates a print job, it will bypass the printer properties screen.

