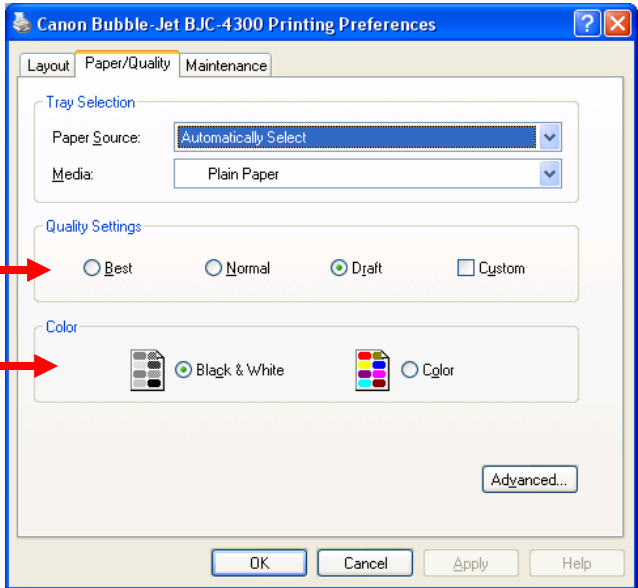


Purpose: The principle reason for these instructions is to change printer preferences to default to a “draft” copy and to default to “black and white” copies.

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.

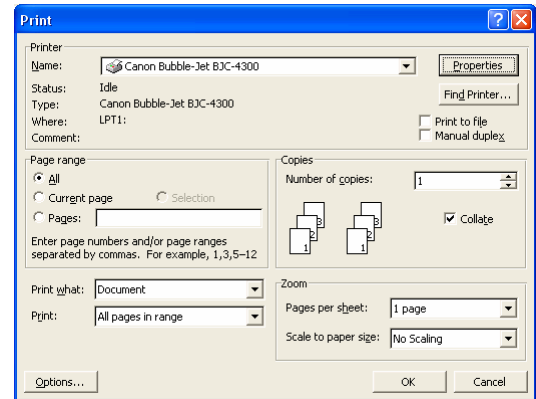
Version: Operating System – Windows XP

Description	Step	Screen Captures and Examples
Open Printer Preferences	Click Start, Settings, Printer and Faxes.	
	Select the printer to be modified. Right-click and select Printing Preferences.	
	Select the Paper/Quality tab.	
	Under Quality Settings, choose “Draft”.	
	Under Color, choose “Black & White.”	
	Click OK.	
Printing high-	Note: after	Example: if in a Microsoft Word

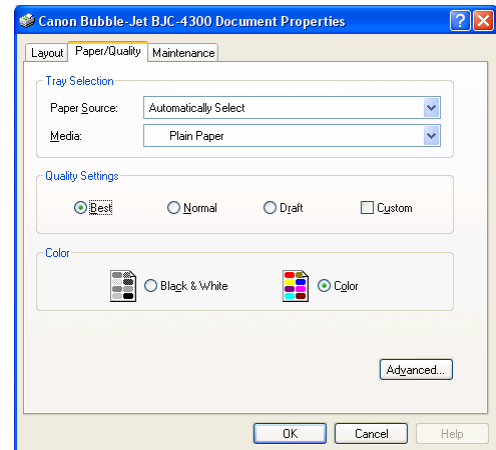
quality color copies.

following the above instructions, the printer will always default to printing black/white draft-quality copies. If a color, high-quality copy is required, you will have to modify the preferences *each time* the color, high-quality copy is needed.

document, a high-quality color copy is needed, select File, Print. Click Properties.



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



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.

