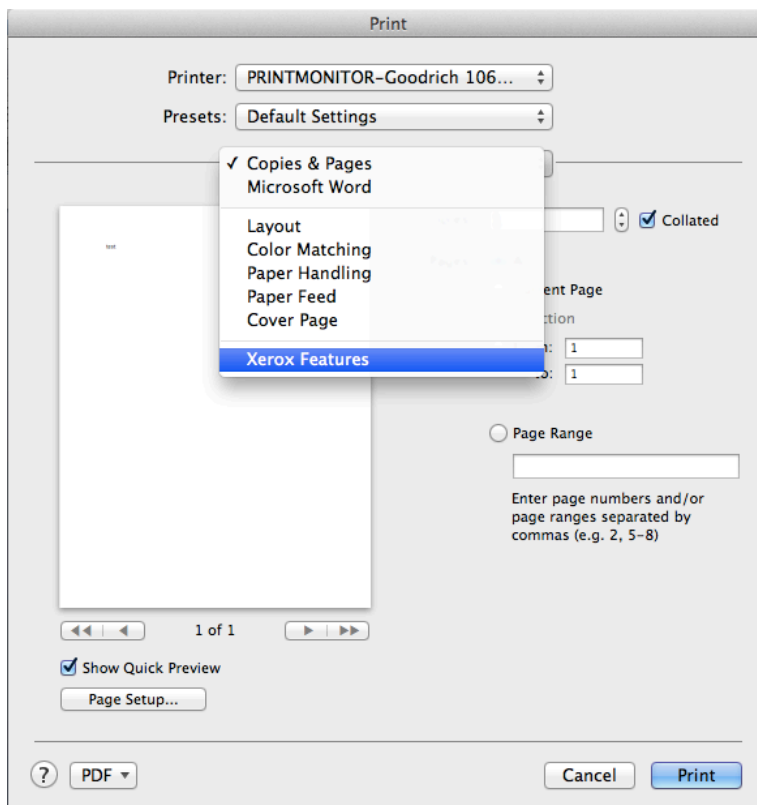
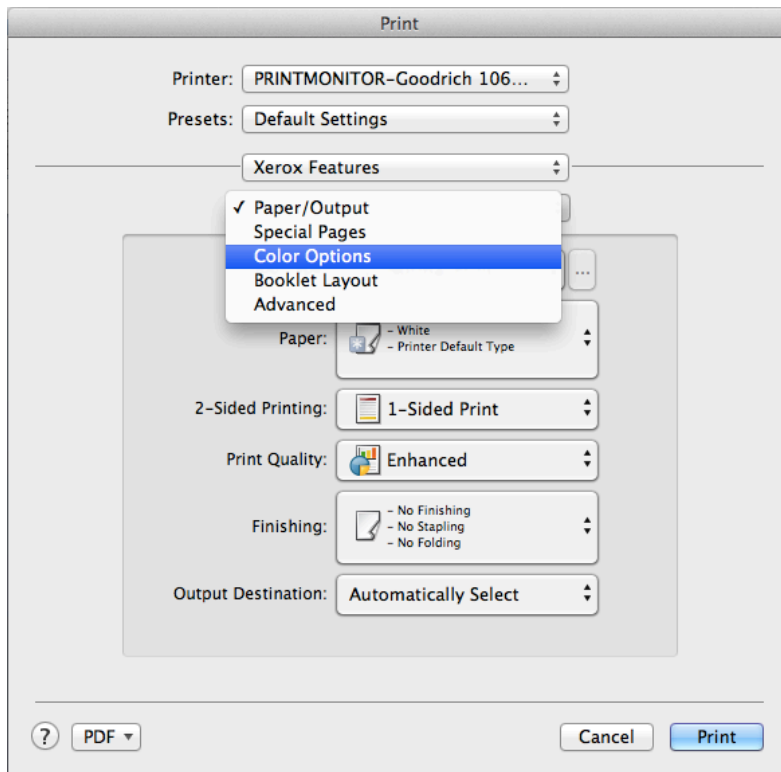


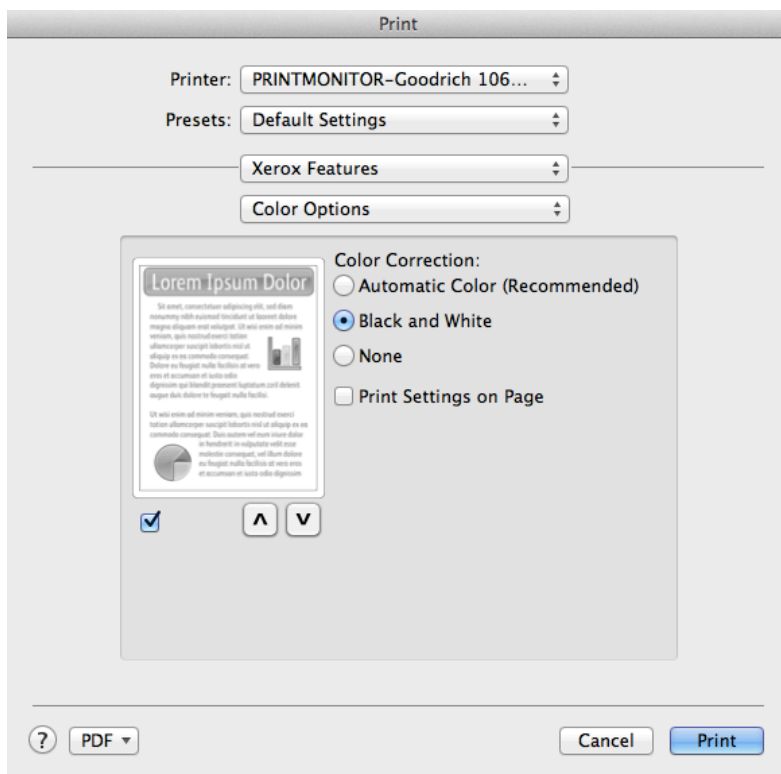
Next, select **Xerox Features** from the 3rd drop down menu



In the next window, select Color Options from the 4th drop down menu

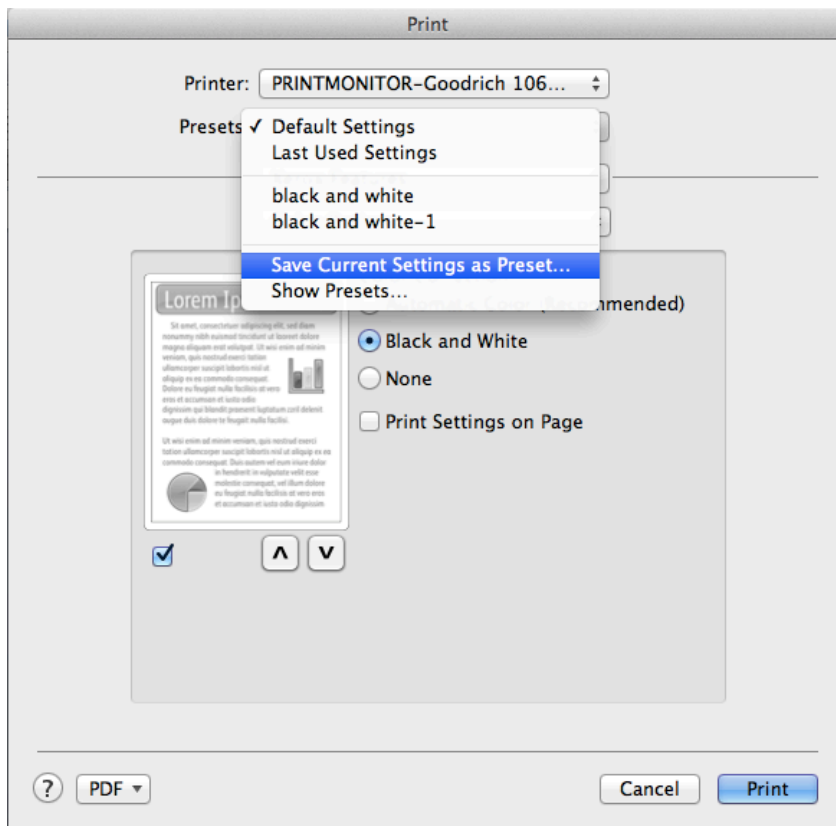


Choose the **Black & White** option

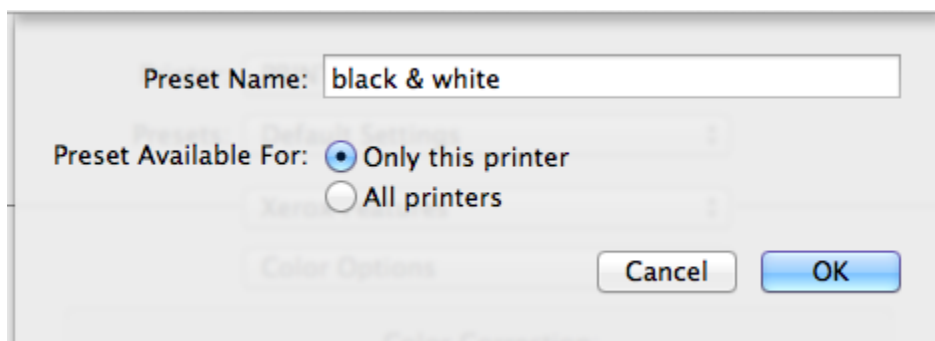


You can choose to Print at this point, or if you would like to save this setting as a **Preset**, see the following instructions:

BEFORE printing, in this same window choose the **Save Current Settings as Preset...** from the 2nd drop down menu



Enter the name of the preset and select the “only this printer” option. Click ok. Print.



Since you saved your preset, anytime you select this Xerox Black & White printer, this will be the default preset.

