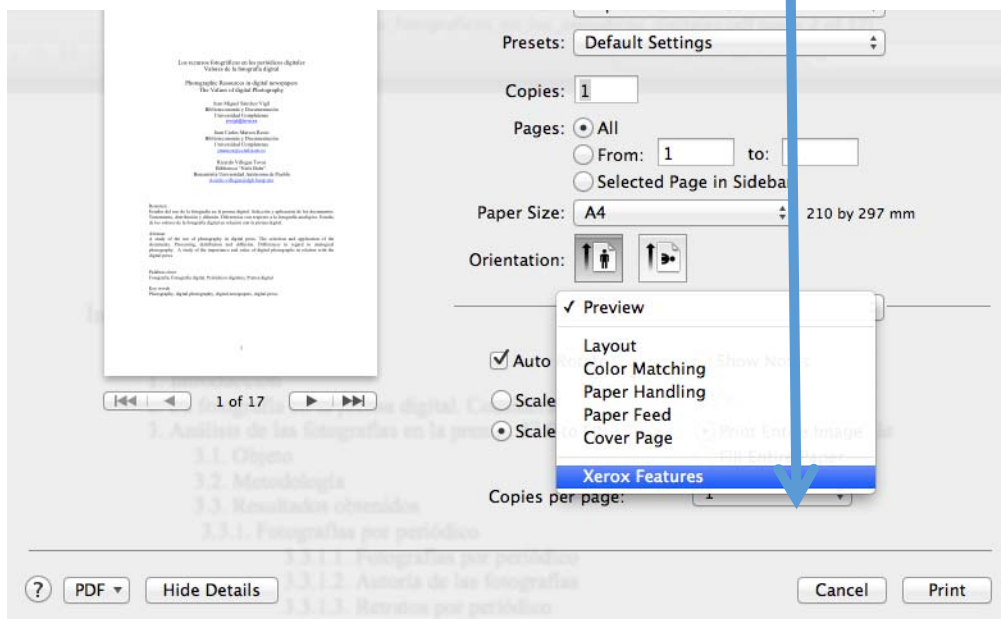
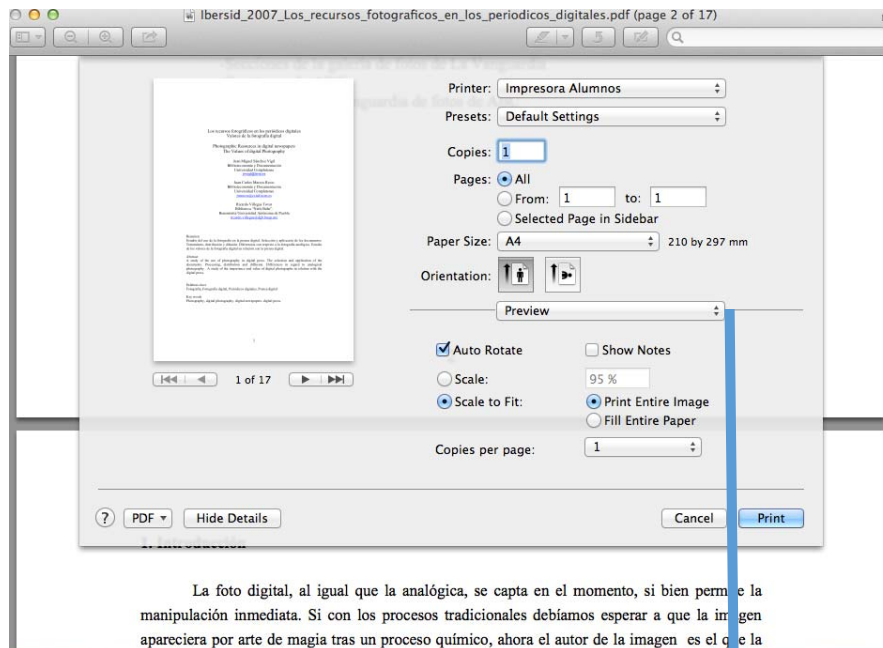


Print in Black/White from a Mac

To print in Black and White from a Mac you need to select the appropriate option from the Print menu. To do this, select the menu option "Xerox Features".

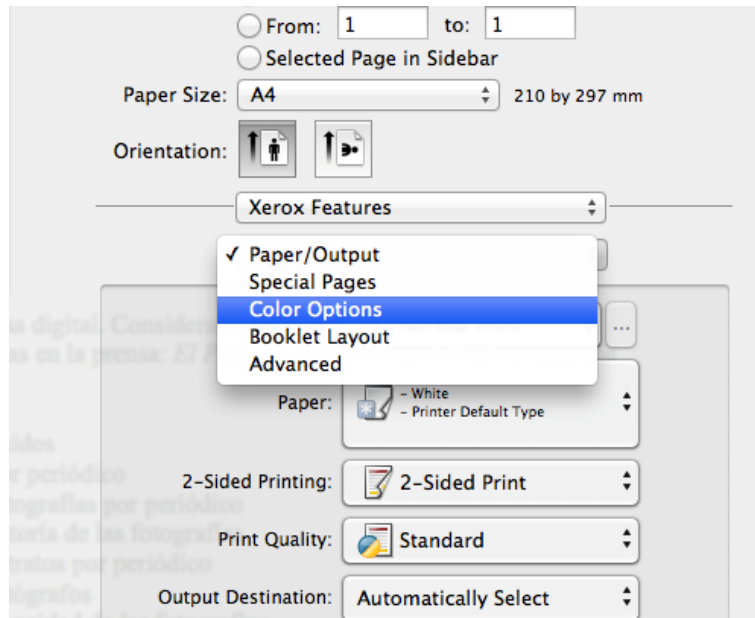




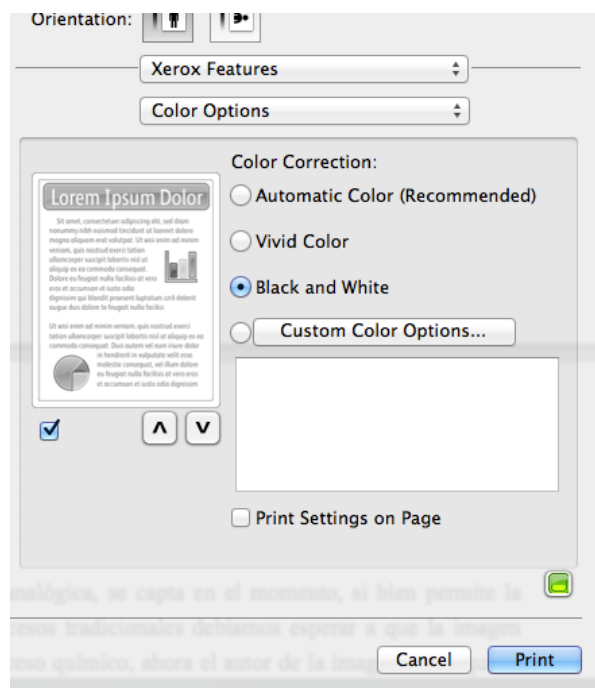
IT Department

Print in Black/White from a Mac

Once the Xerox Properties menu appears on your screen, please, click on the "Color Options",



Finally, you need to select the "Black & White" option from the following screen.





IT Department

Print in Black/White from a Mac

Check the cost of your print job before releasing it



If you do not change the print options to black and white from your Mac, by default the system will print the pages in color and will be billed as color copies.



If you change the computer print options to Black and White from your Mac, the system will only print in Black and White.