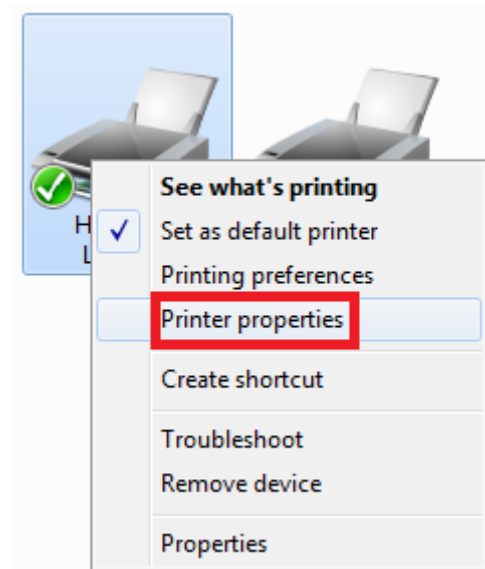
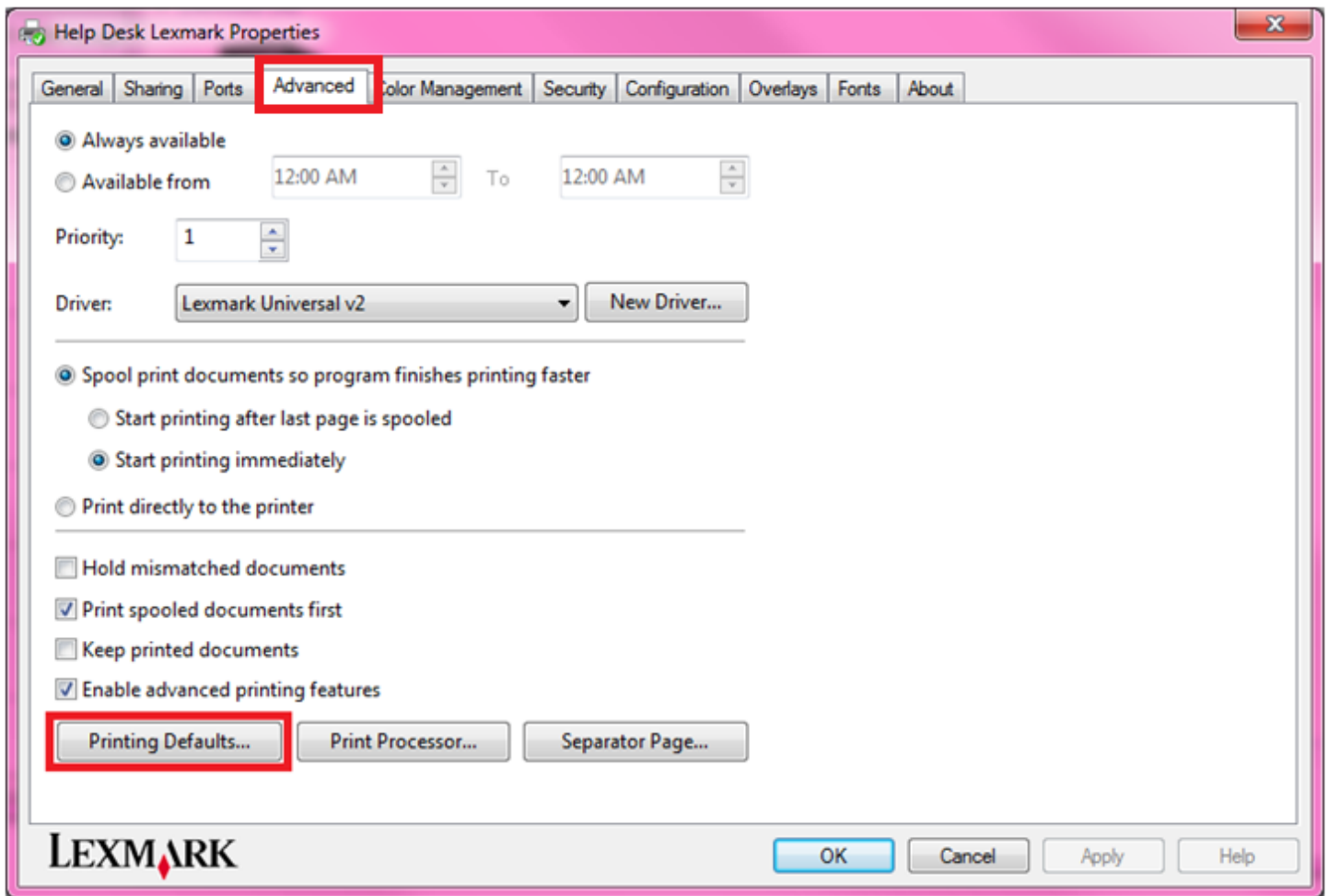


## Changing the Print Properties to B&W For Lexmark Print Driver

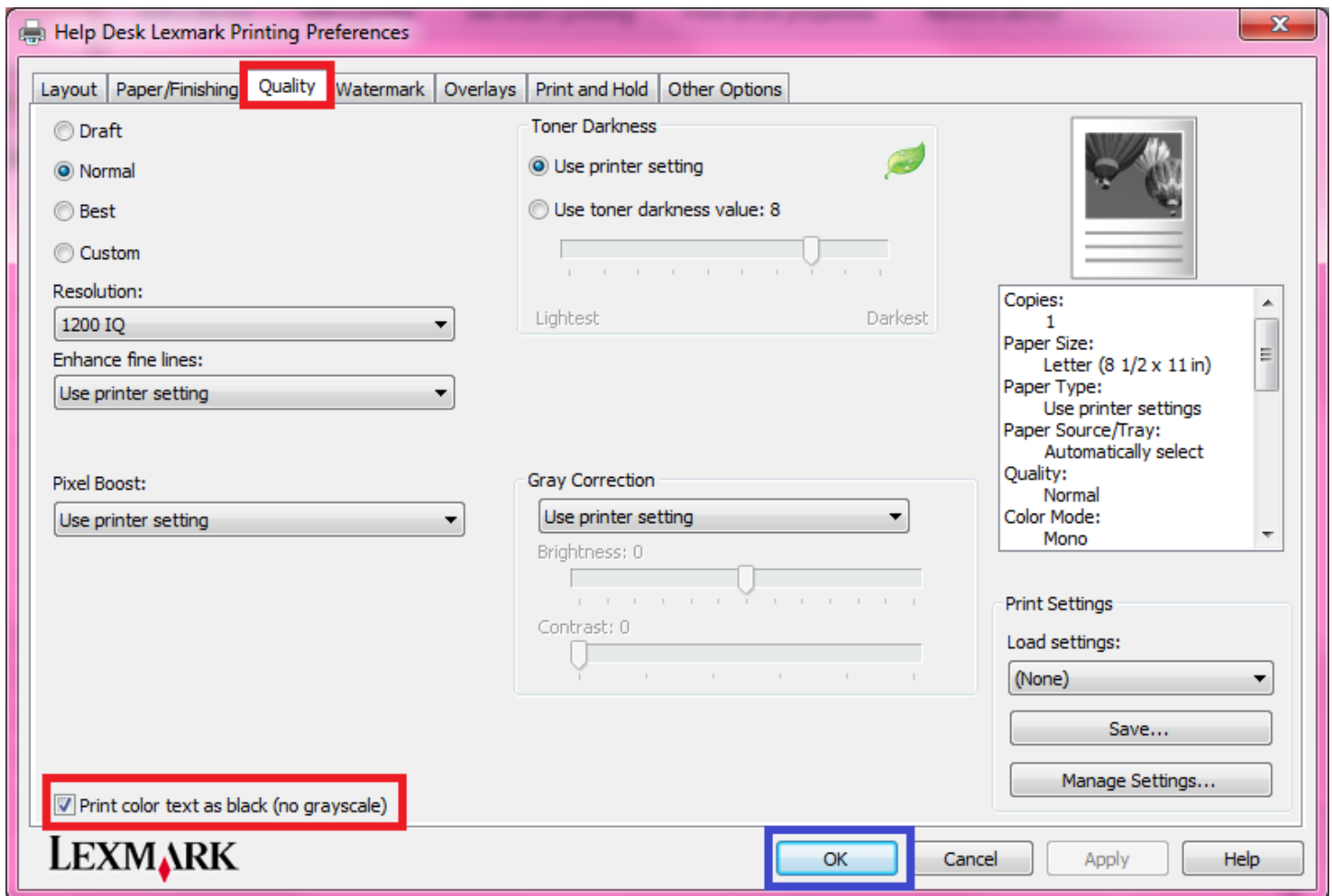
Open your Devices & Printers or Printers & Faxes list. Right Click on the Lexmark and choose Printer Properties (If you don't have Printer Properties, then choose Properties at the bottom of the list).



Select the Advanced tab. Choose Printing Defaults at the bottom left of the page.

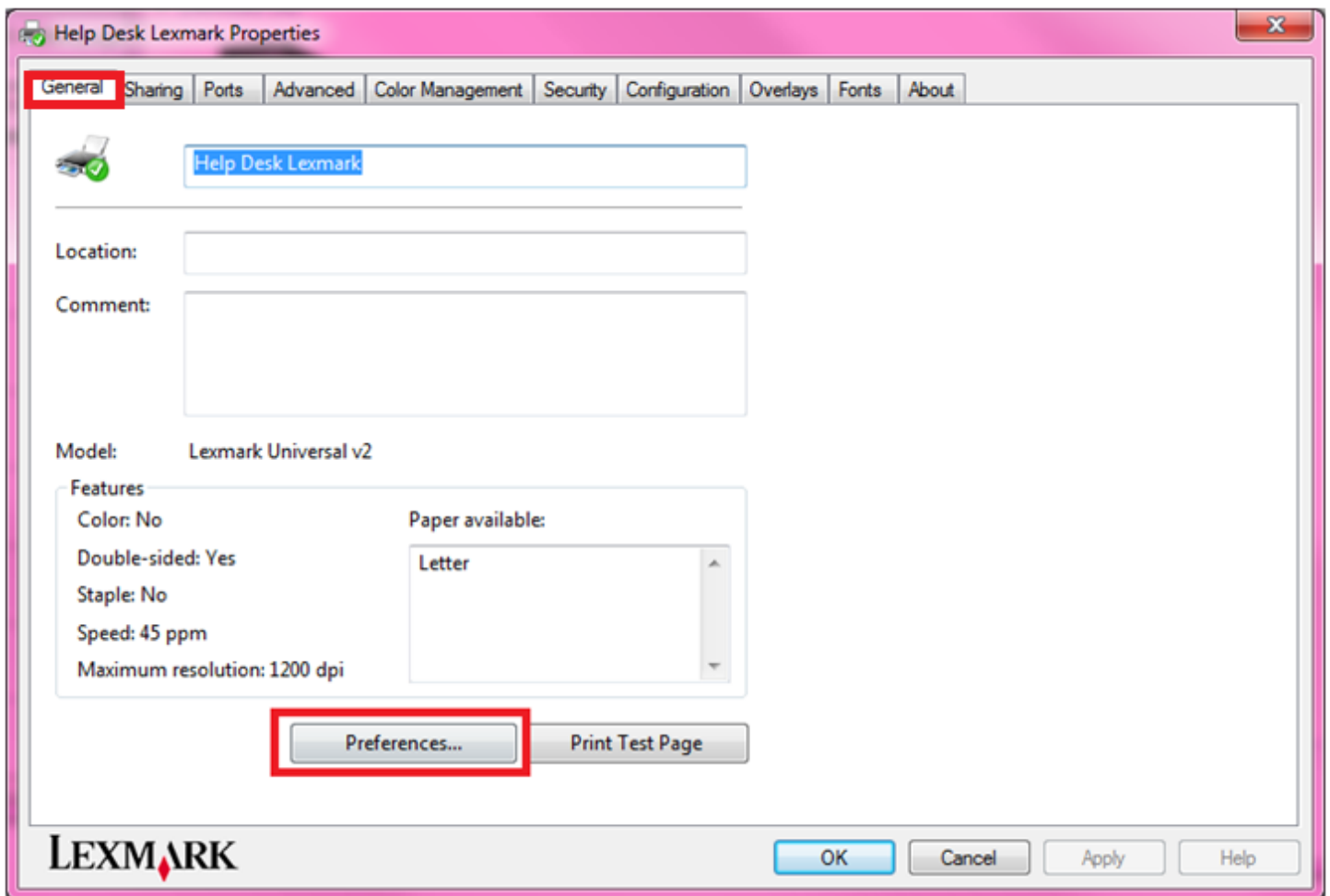


Select the Quality tab (3<sup>rd</sup> tab at the top) and choose “Print Color Text as Black”. It may also say “Print images as Black & White” depending on the Lexmark print driver used.

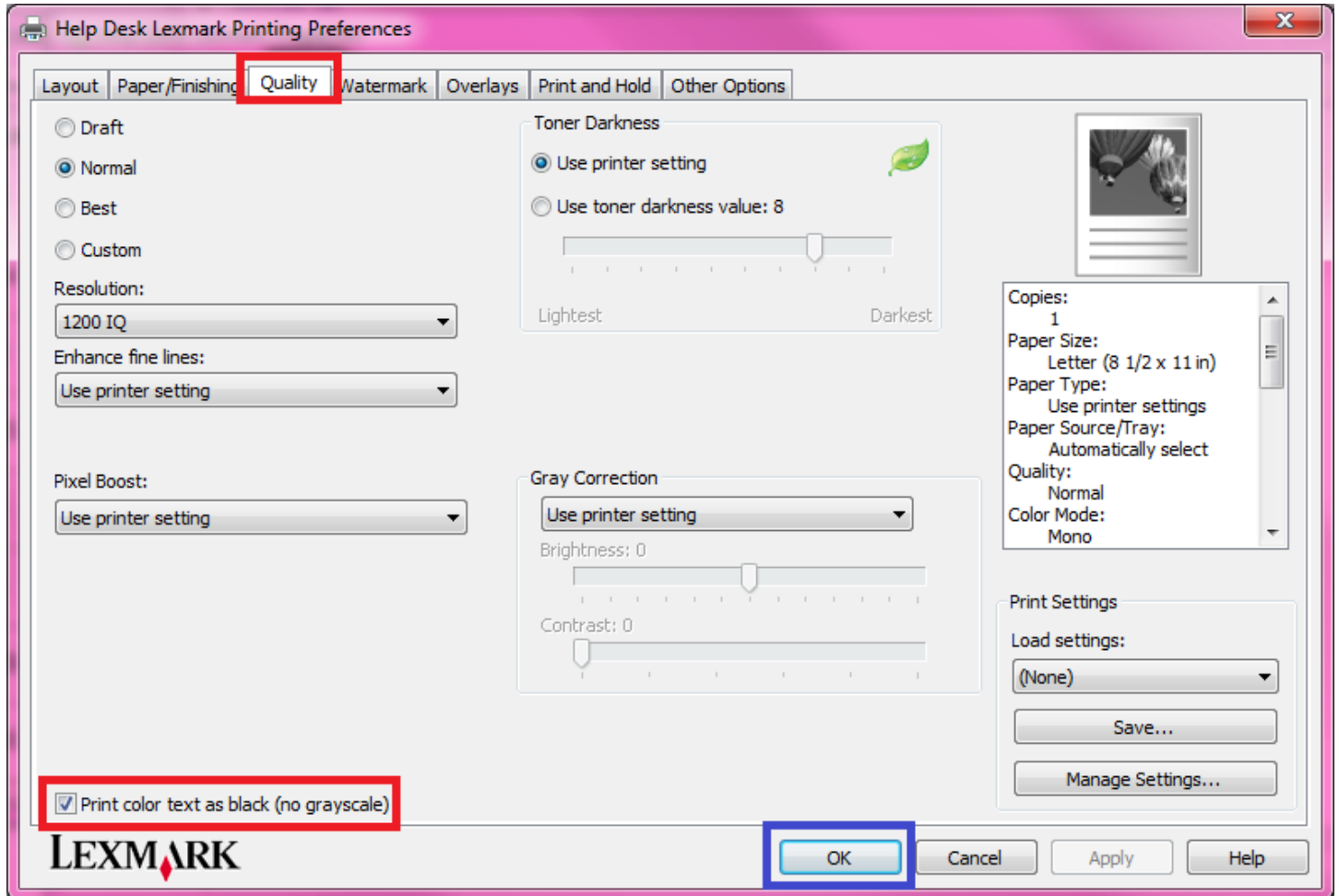


Press OK when you are done.

Press the General tab and choose the Preferences button towards the bottom left. (This button may also say Printing Preferences)



Here, we are going to check under the Quality tab and make sure the same setting “Print color text as Black” is selected. Once it is checked, press OK to finish.



The print driver is now defaulted to B&W