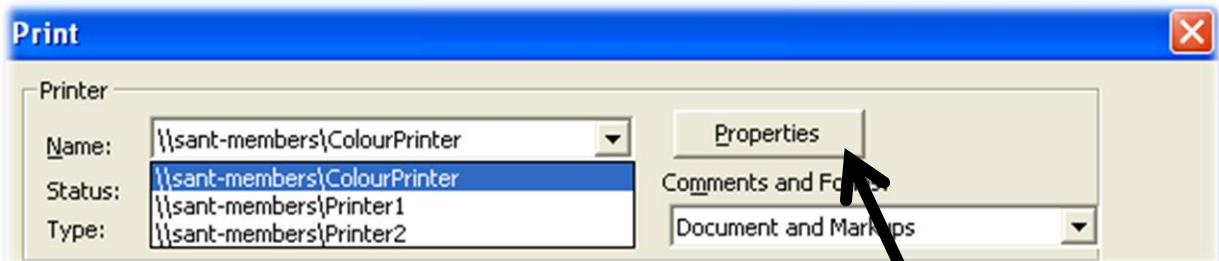
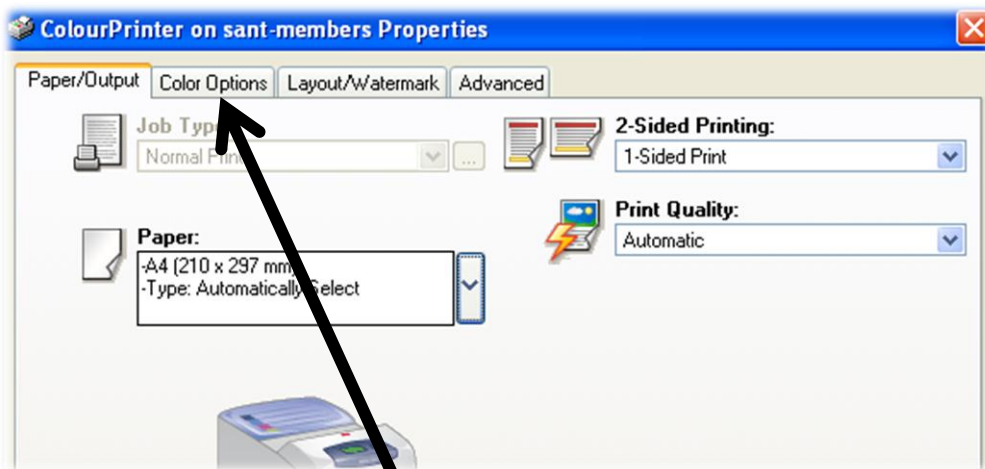


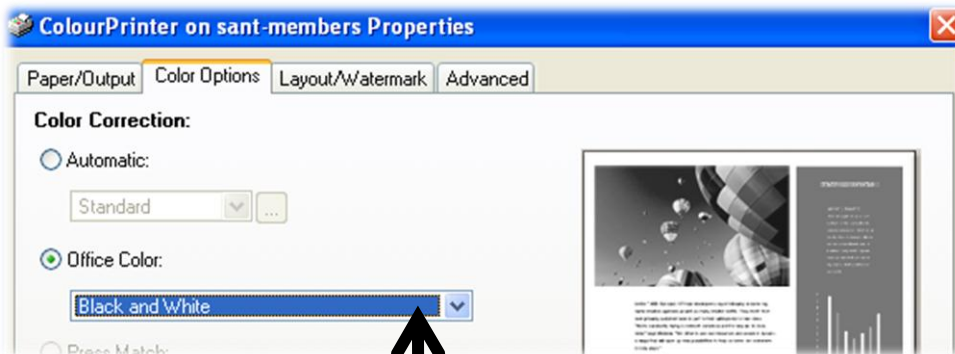
To print **black and white** on the colour printer, and only be **charged for black and white**:



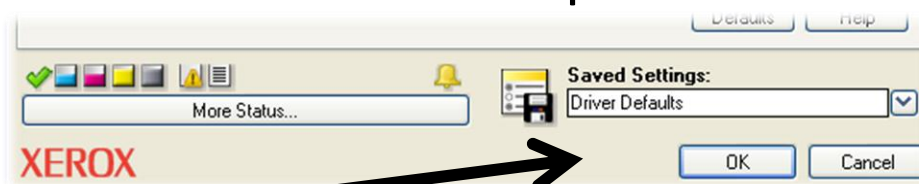
1. Select the colour printer, then click “Properties”



2. Click “Color options”



3. Click “Office Color” then select “Black and White” from the drop down list



4. Click OK