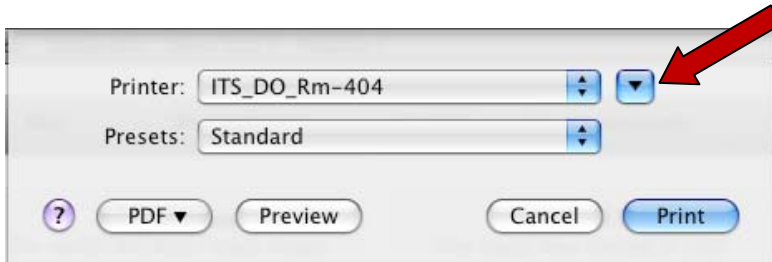




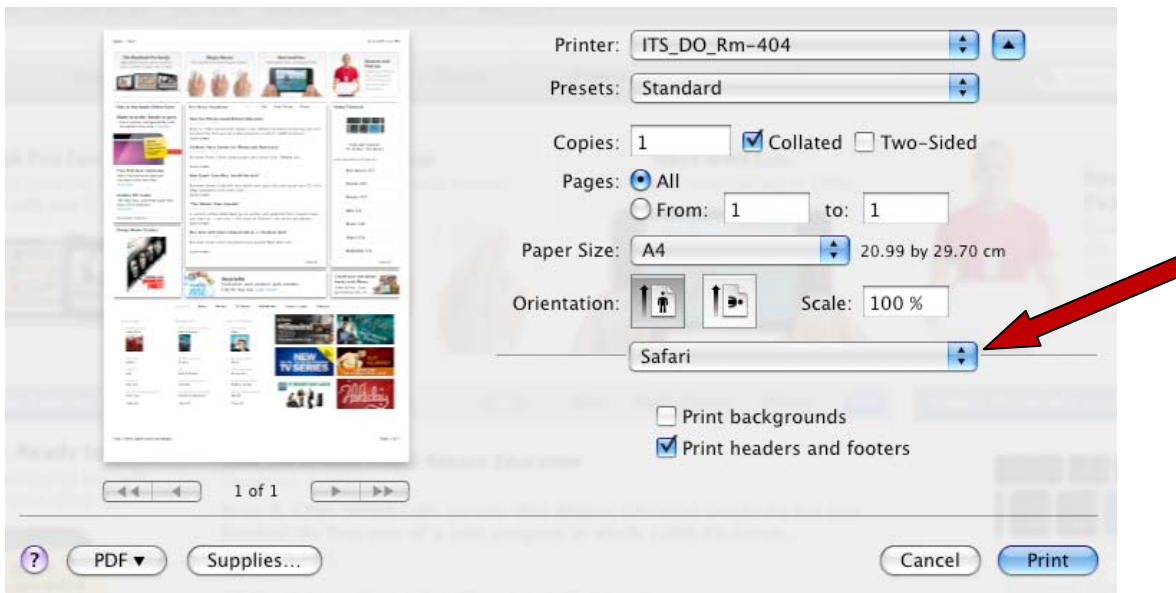
How to set up black & white/duplex printing on Macintosh OS X 10.5 or higher

- 1) Open Safari
- 2) From the **File** menu, select **Print**

If you are presented with a window that looks like the image below, click the down arrow, if not skip to step 3.

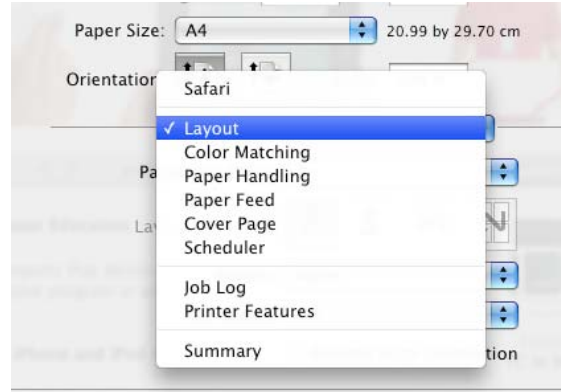


- 3) Click the drop down menu located under Orientation:

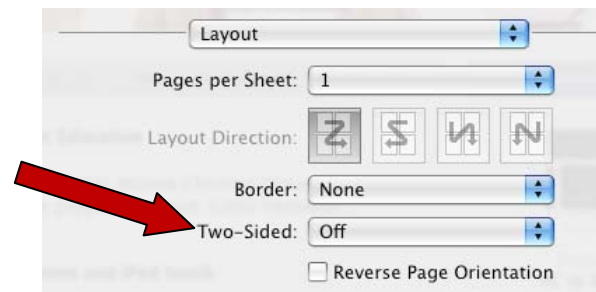


NOTE: The following steps may vary depending on your printer (**the instructions below are for a Ricoh**).

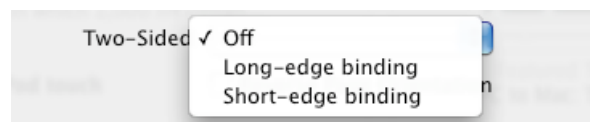
4) Select **Layout** from the pull down menu:



The following options will appear:

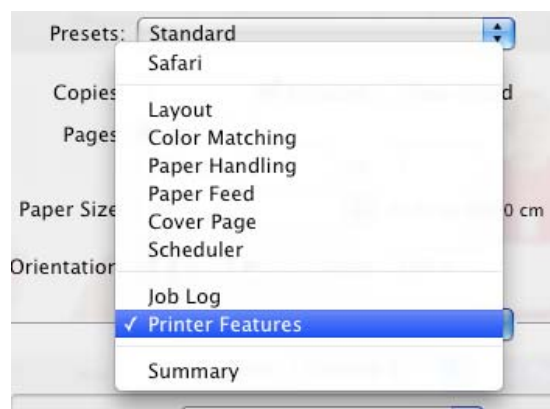


From the Two-Sided: pull down menu, choose **Long-edge binding**. (Long-edge will give you duplex printing that matches up top and bottom on both sides.)

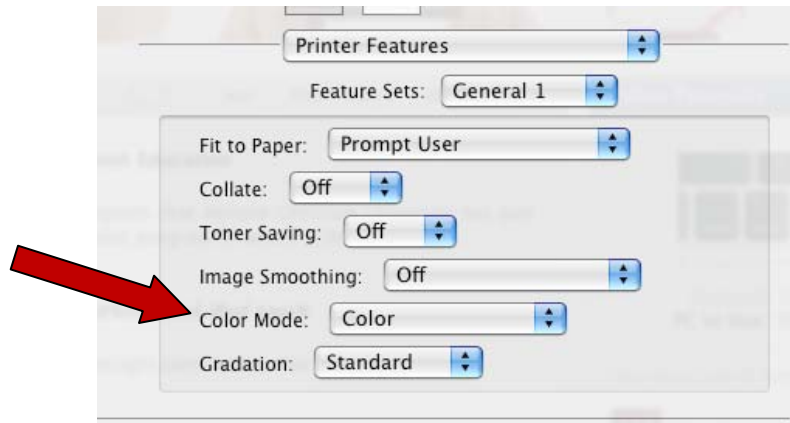


5) Click **Layout** and select **Printer Features**.

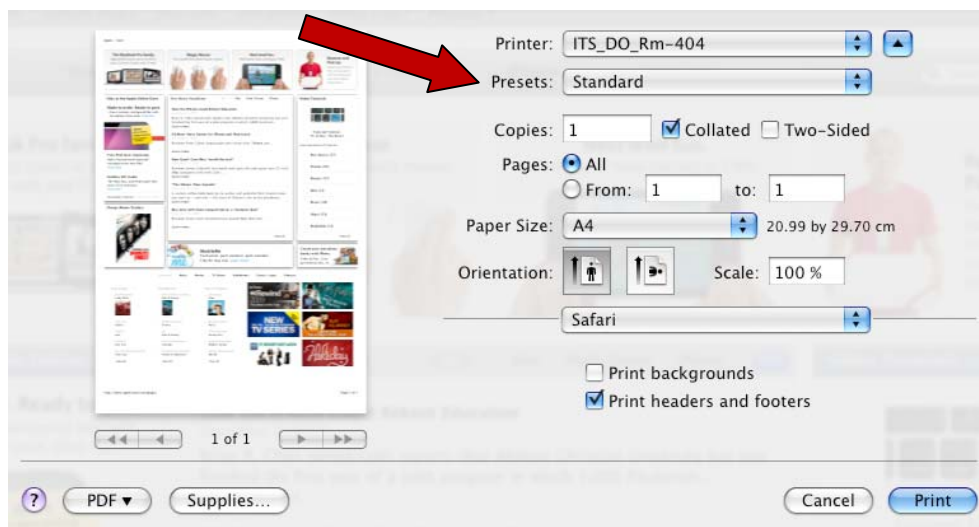
NOTE: For other printer models, the list of selections may vary and instead of Printer Features, there may be a different option.



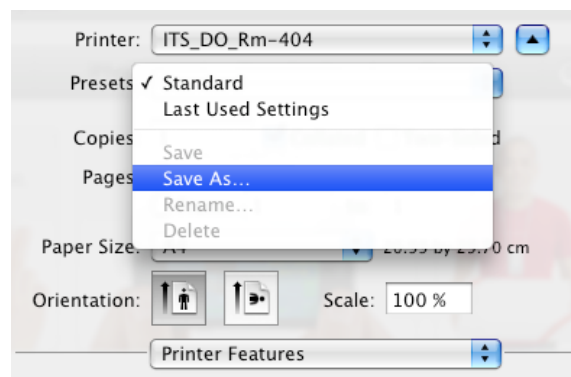
7. From the **Color Mode** menu select **black and white**.



8. Click on **Presets** pull down menu:



9. Choose **Save As...** and type **B&W Duplex**



10. Hit **Print**, this will change your default preset to B&W and Duplex on your machine. B&W Duplex will appear in your list of printers in the future.