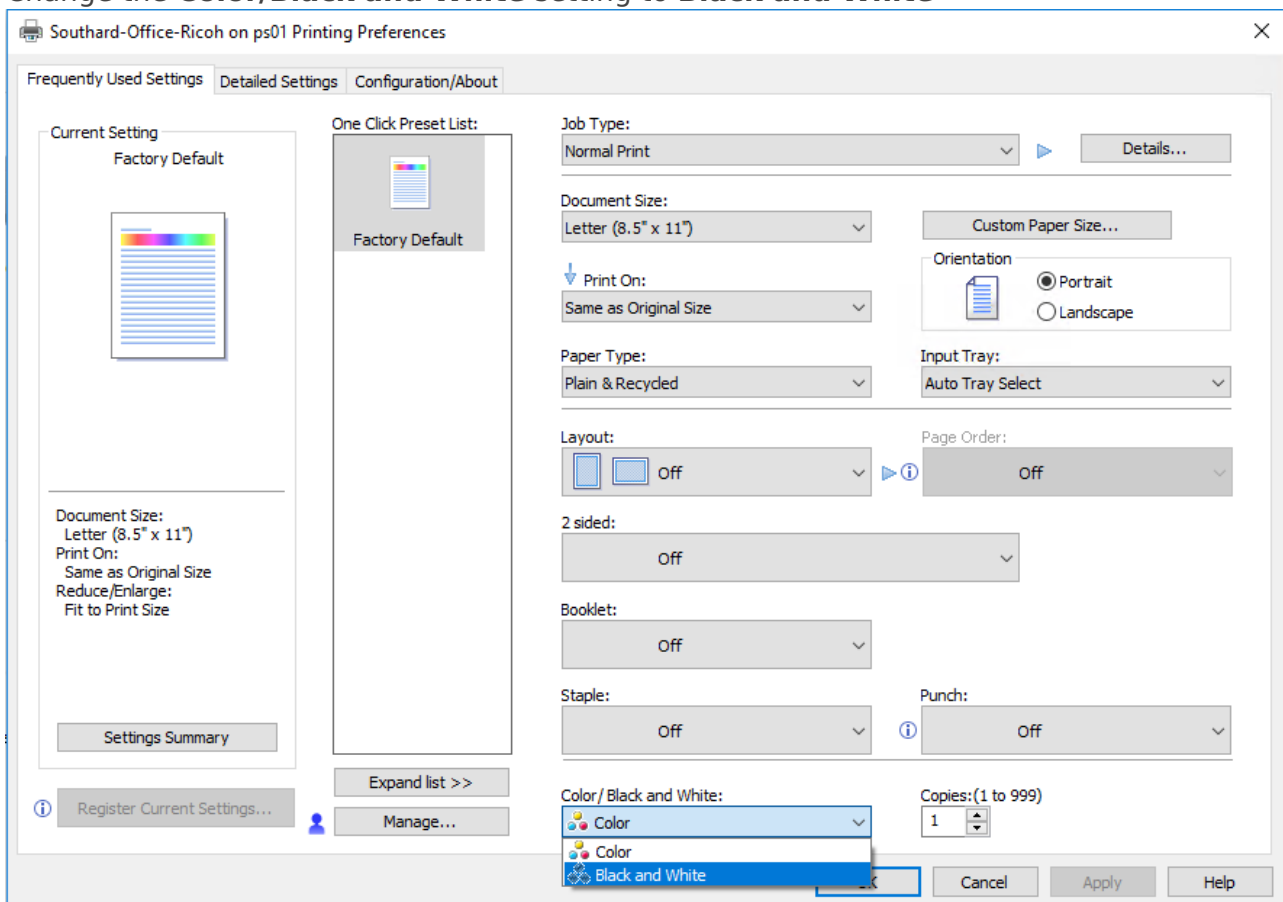


# Set Black and White Printing as Default

1. Right click on the **Start** menu and click **Control Panel**
2. Under **Hardware and Sound** click **View devices and printers**
3. Right click on the printer and click **Printing Preferences**
4. Change the **Color/Black and White** setting to **Black and White**



5. Click **Apply** then **OK**

Revision #2

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