Set Black and White Printing as Default

- 1. Click on the Start Menu (Windows logo), then Search for Control Panel
- 2. Open Control Panel
- 3. Under Hardware and Sound click View devices and printers
- 4. Right click on the printer and click **Printing Preferences**
- 5. Change the **Color/Black and White** setting to **Black and White**

requently Used Settings Detailed Se	ettings Configuration/About		
Current Setting	One Click Preset List:	Job Type:	
Factory Default		Normal Print V Details	
		Document Size:	
	Factory Default	Letter (8.5" x 11") V Custom Paper Size	
		Vrint On: Orientation Orientation Orientation	
		Same as Original Size V	
		Paper Type: Input Tray:	
		Plain & Recycled V Auto Tray Select	\sim
		Layout: Page Order:	
		off v bi	
Document Size:		2 sided:	
Letter (8.5" x 11") Print On: Same as Original Size		Off ~	
Reduce/Enlarge: Fit to Print Size		Booklet:	
		Off ~	
		Staple: Punch:	
Settings Summary		Off v 🛈 Off	~
D Register Current Settings	Expand list >>	Color/Black and White: Conjest (1 to 999)	
	Anage	Color V	
		Se Color	

6. Click **Apply** then **OK**

Revision #3

Created 24 January 2020 23:44:58 by Joshua Prince Updated 10 July 2024 16:27:34 by Joshua Prince