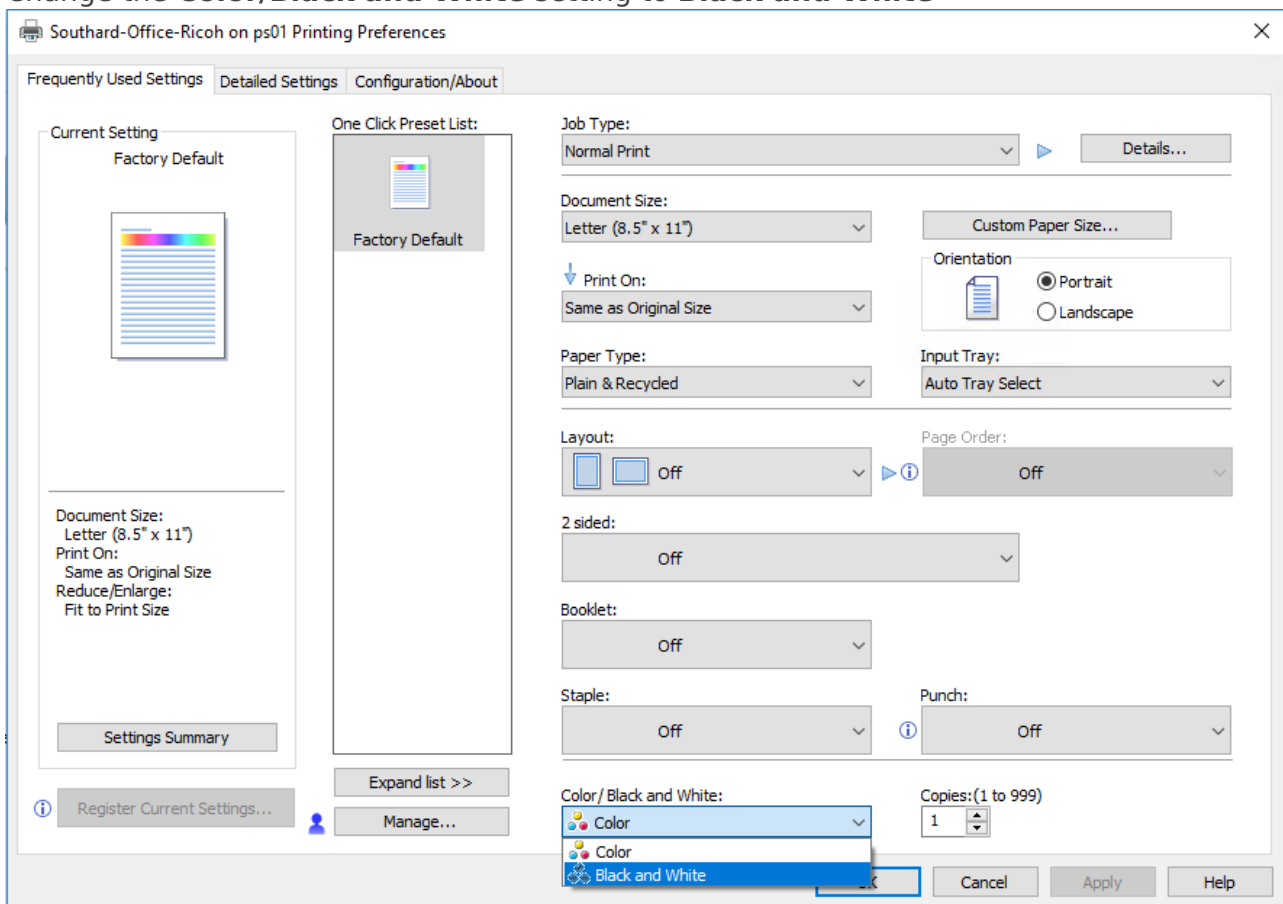


# Set Black and White Printing as Default

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**



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

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