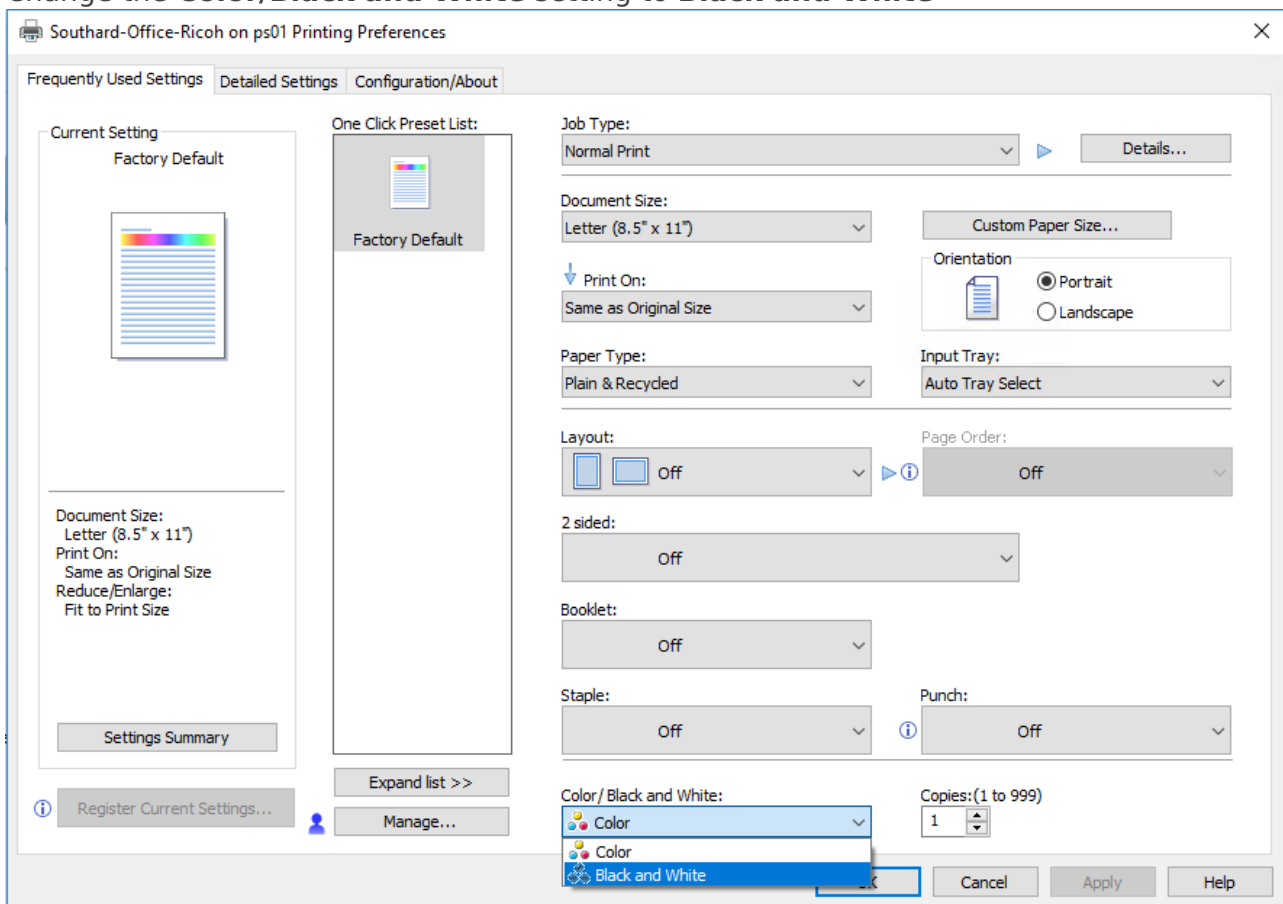


Set Black and White Printing as Default

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**

Revision #3

Created 24 January 2020 23:44:58 by Joshua Prince

Updated 10 July 2024 16:27:34 by Joshua Prince