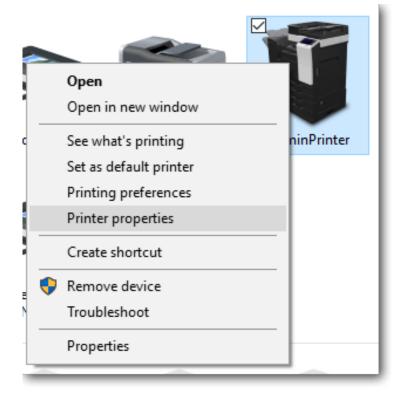
## Windows: Set user default to black and white

## Set the "Gray Scale" default for the print queue

- On the user's PC, open Control Panel and then Devices and Printers.
- Right click the print queue and choose Printer Properties (note: not Properties).



• On the General tab, choose **Preferences**.





🖶 AdminPrinter Properties					
General Sha	aring	Ports	Advanced	Color Management S	
	Г	AdminP	Printer		
		Aurinin	lince		
Location:					
Comment:	Γ				
Model:	ł	KONICA	MINOLTA C	364SeriesPS	
Features					
Color: Ye	es			Paper available:	
Double-	sided	: Yes		A0	
Staple: No			A1		
			A2		
Speed: 55 ppm			A3 A4		
Maximu	m res	solution	: 1200 dpi	A4	
Preferences					

- The procedure here will be different between printer manufacturers. This example uses a Konica Minolta C364e driver. Click the **Quality** tab.
- Change the Select Color dropdown to Gray Scale.

AdminPrinter Printing Preferences							
Advanced 🤵 My Tab Basic La	ayout Finish Cov	ver Mode Stamp/Com	position Quality	Other			
	Fav	vorite Setting	Untitled	~ Add	Edit		
		Select Color		Resolution			
		Gray Scale	$\sim$	600dpi	~		
		Auto Color Full Color	i	Auto Trapping			
		Gray Scale		Black Over Print			
				Text	~		

• Click **OK**.

Now when the user prints, their jobs will be black and white.

## To print specific jobs in colour

If the user needs to print a specific job in colour, they can change it in the print dialog box when they print. An example appears below. This may be different for other driver types. This example uses a Konica Minolta C364e driver print from Word:





• When printing, click the **Printer Properties** link.

$\bigotimes$	
Info	Print
New	Copies: 1
Open	
Save	Print
Save As	Printer
Print	AdminPrinter Paused
Share	Printer Properties
Export	Settings

- Click the **Quality** tab.
- Change the Select Color dropdown to Auto Color.

AdminPrinter Document Properties X						
Advanced 🧟 My Tab Basic Layout Finish	Cover Mode Stamp/Composition Quality Other					
Favorite Setting Untitled Add Edit						
	Select Color Resolution					
	Auto Color Auto Color Auto Trap					
	Full Color Gray Scale					
	Text	~				

- Click OK.
- Click Print.

The job should now be printed in colour.

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