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	Sharing	Ports	Advanced	Color Management S		
	Г					
9-	L	AdminP	rinter			
1	Г					
Locatio	on:					
Comm	ent:					
Model:	. 1	KONICA	MINOLTA C	C364SeriesPS		
Featu	ires					
Colo	or: Yes			Paper available:		
Double-sided: Yes			A0			
Stap	le: No	A1 A2				
Speed: 55 ppm				A3		
Maximum resolution: 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**.

🖶 AdminP	AdminPrinter Printing Preferences								×		
Advanced	🧟 My Tab	Basic	Layout	Finish	Cover Mode	Stamp/Composition	Quality	Other			
					Favorite Settir	ng Untitled		~	Add	Edit	
			-		Select Col	or		Resolut	tion		_
		_	1		Gray Sca	ale	\sim	600dp	pi		~
					Auto (Full C	Color olor		Auto	o Trapping		
		J. B.			Gray	Scale		Blac	k Over Print		
								Text			\sim

• 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 ^o
Print	AdminPrinter Paused
Share	<u>Printer Properties</u>
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 600dpi ~ Auto Trapping					
	Auto Color 🗸 🗸						
	Auto Color						
	Gray Scale	Black Over Print					
		Text 🗸					

- Click **OK**.
- Click Print.

The job should now be printed in colour.

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