How to force all printed emails to black & white

This Rule changes printed emails to black & white. It finds them by their document name: Outlook names a printed email *Microsoft Outlook - Memo Style*. For more about each setting, see *How to prevent a user from printing in colour*.

Create the Rule

1. Open Resource Manager.
2. In the tree, click **Rules**, then click **Add**.
3. On the **General** tab:
   - In **Rule name**, enter for example *Alter emails to black & white*.
   - Set **Initial user assignment** to **Assigned by default** to apply it to everyone, or **Unassigned by default** to choose the users.
   - Set **Action on rule violation** to **Alter job**. This works with PCL, PostScript and PDF printer drivers, on printers that support PJL.
   - Under **Notification on violation**, choose whether users are told, for example **Popup on user's workstation (printing only)**.
4. On the **Restrictions** tab:
   - Set **Print/copy** to **Allow printing on the selected devices with conditions**.
   - On the **Colour Printing** tab, choose **Colour printing will incur a violation**.
   - On the **Document Names** tab, choose **Document names that match one of the following search parameters will incur a violation**, click **Add**, enter *Microsoft Outlook - Memo Style* in **Search text**, and click **OK**. Add the names other email programs use, if needed.
   - In **Message if violated**, enter for example *Emails are printed in black & white.*
5. On the **Devices** tab, choose **All devices**, or **Only the devices selected below** and tick the printers.
6. Click **OK**.

To assign the Rule to users or departments, and to make it take effect straight away, see Assign the Rule and When the Rule takes effect in *How to prevent a user from printing in colour*.

Related articles

- *How to prevent a user from printing in colour*
- *Windows: Set user default to black and white*

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