How to make black and white the default on Windows and Mac

You can set a printer on a user's computer to print in black and white unless they choose colour. This is a setting of the printer driver on that computer, so the exact names depend on the printer make; the examples below use a Konica Minolta driver.

To enforce black and white from Print Director instead, see *How to prevent a user from printing in colour* (with the **Alter job** action), or tick **Change all jobs to black and white** on the print queue in Resource Manager.

Windows

1. On the user's computer, open **Control Panel** > **Devices and Printers** (or **Settings** > **Printers & scanners**).
2. Right-click the printer and click **Printer properties** (not **Properties**).
3. On the **General** tab, click **Preferences**.
4. On the **Quality** tab, set **Select Color** to **Gray Scale**, and click **OK**.

Jobs now print in black and white. To print one job in colour, click **Printer Properties** in the program's print window, and on the **Quality** tab set **Select Color** to **Auto Color** before printing.

Mac

On a Mac, the default is set in the CUPS web interface, which is off to start with.

1. Open **Terminal**, type `cupsctl WebInterface=yes` and press Return.
2. In a web browser, go to `http://localhost:631/printers/`, and click the printer.
3. In the **Maintenance** list, choose **Set Default Options**.
4. Click **Finishing Options**, scroll down to **Select Color**, and choose **Gray Scale**. If there are two **Select Color** lists, set both.
5. Scroll to the bottom and click **Set Default Options**.

Jobs now print in black and white. To print one job in colour, in the print window choose **Quality** from the options list, and set **Select Color** to **Auto Color** before printing.

Related articles

- *How to prevent a user from printing in colour*
- *How to force all printed emails to black & white*

Print Director version at time of publish: 2.5.15.3. Publish date: 10/11/2026.