

## **Defaulting printer to black and white in Windows**

1. Open the control panel. It depends on your version of Windows as to the easiest way to do this, but usually searching works best.
2. Once the control panel is open, choose “Devices and Printers” or “View devices and printers”.
3. Right click on the machine you need to change to black and white and choose Printing preferences.
4. On the bottom right you should see a heading for “Color:” and you will want to select the black and white pie chart icon.
5. Click on OK, and your prints will now default to black and white. You can still choose color as needed.