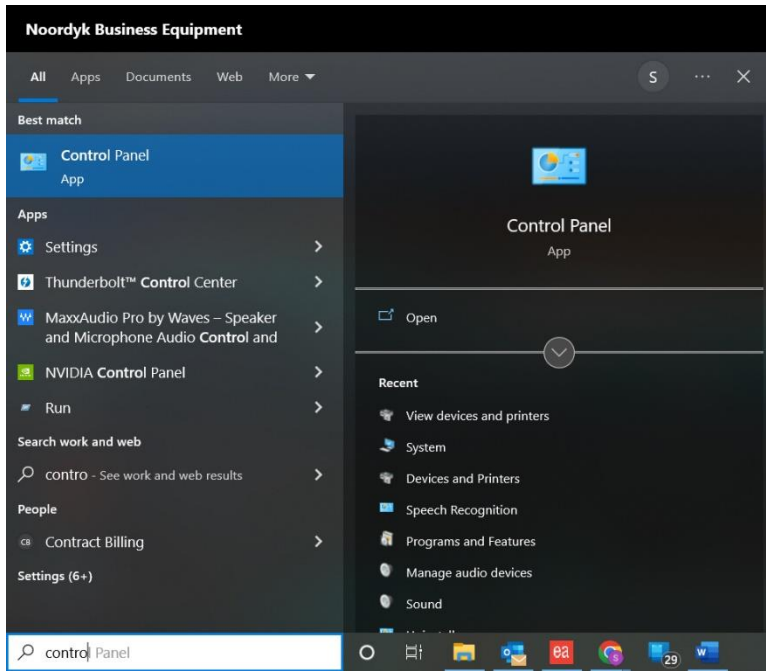


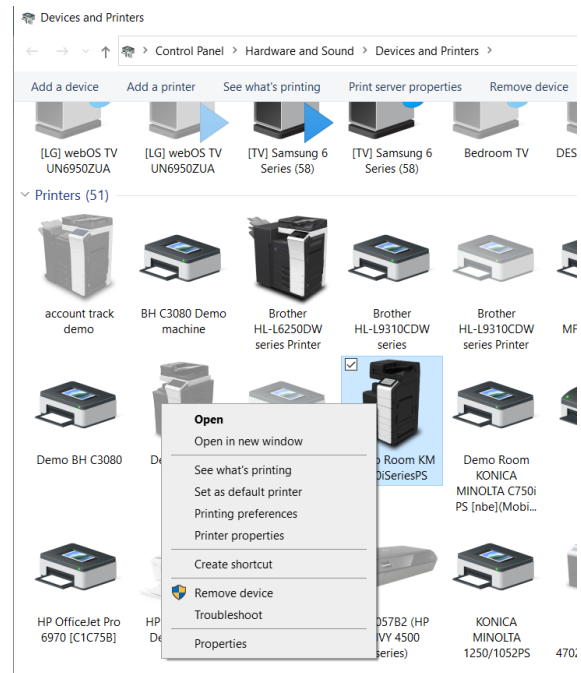
How to change your default printing to BW instead of Auto Color  
Or other default settings.



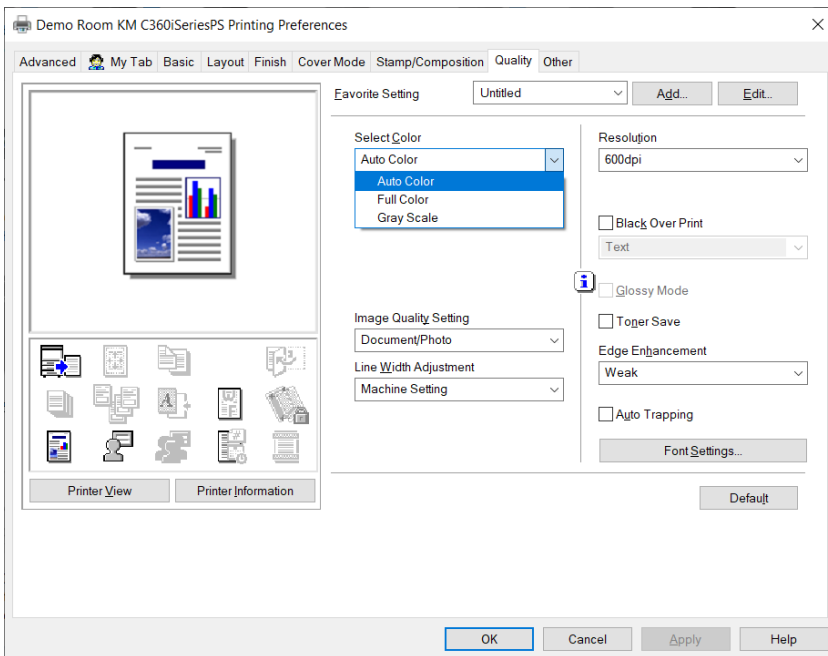
On your windows 10/11 PC enter “control panel” in the search bar and select control panel.

Navigate to “devices and printers” and right click on the printer you want to change to setting of.

Select “Printer Preferences” from the list



Click on the quality tab or other tab depending on the settings you wish to change. Change the device setting such as auto color to Gray Scale or 2 sided to 1 sided. When you are done making changes to your defaults, click on “Apply” then select “OK”.



Please note that your applications such as Microsoft Word or Adobe Acrobat may not reflect your changes until you close all of the windows, or possibly restart your computer.