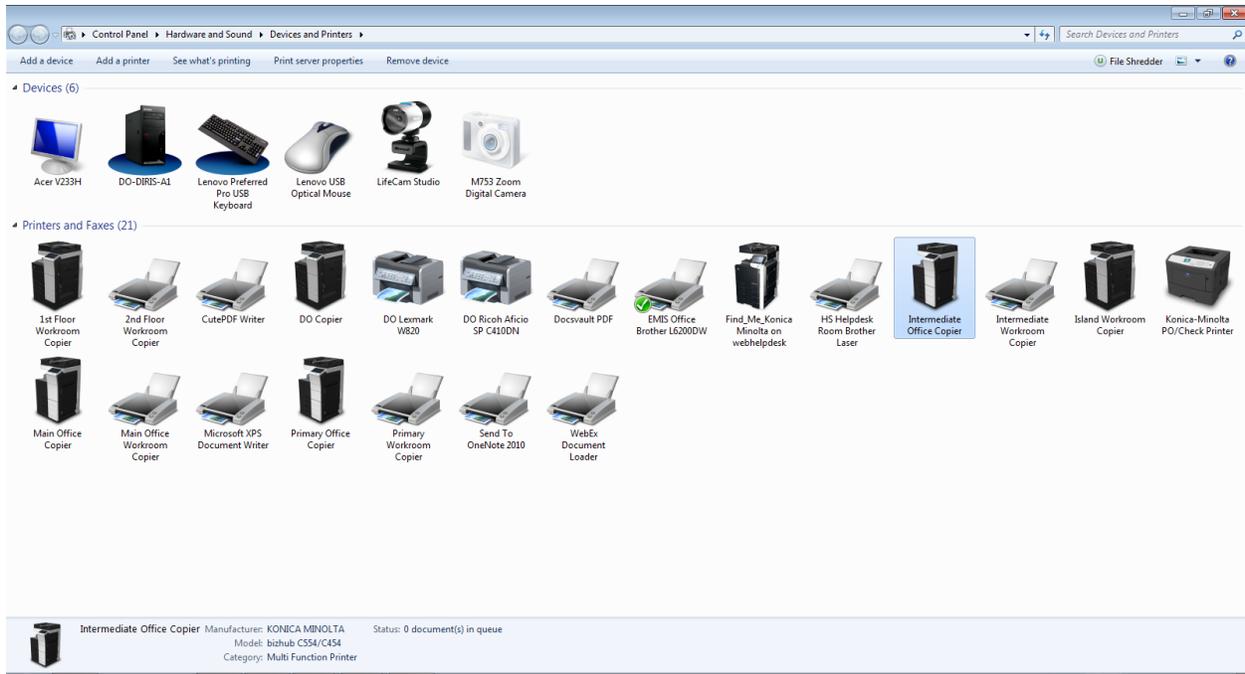
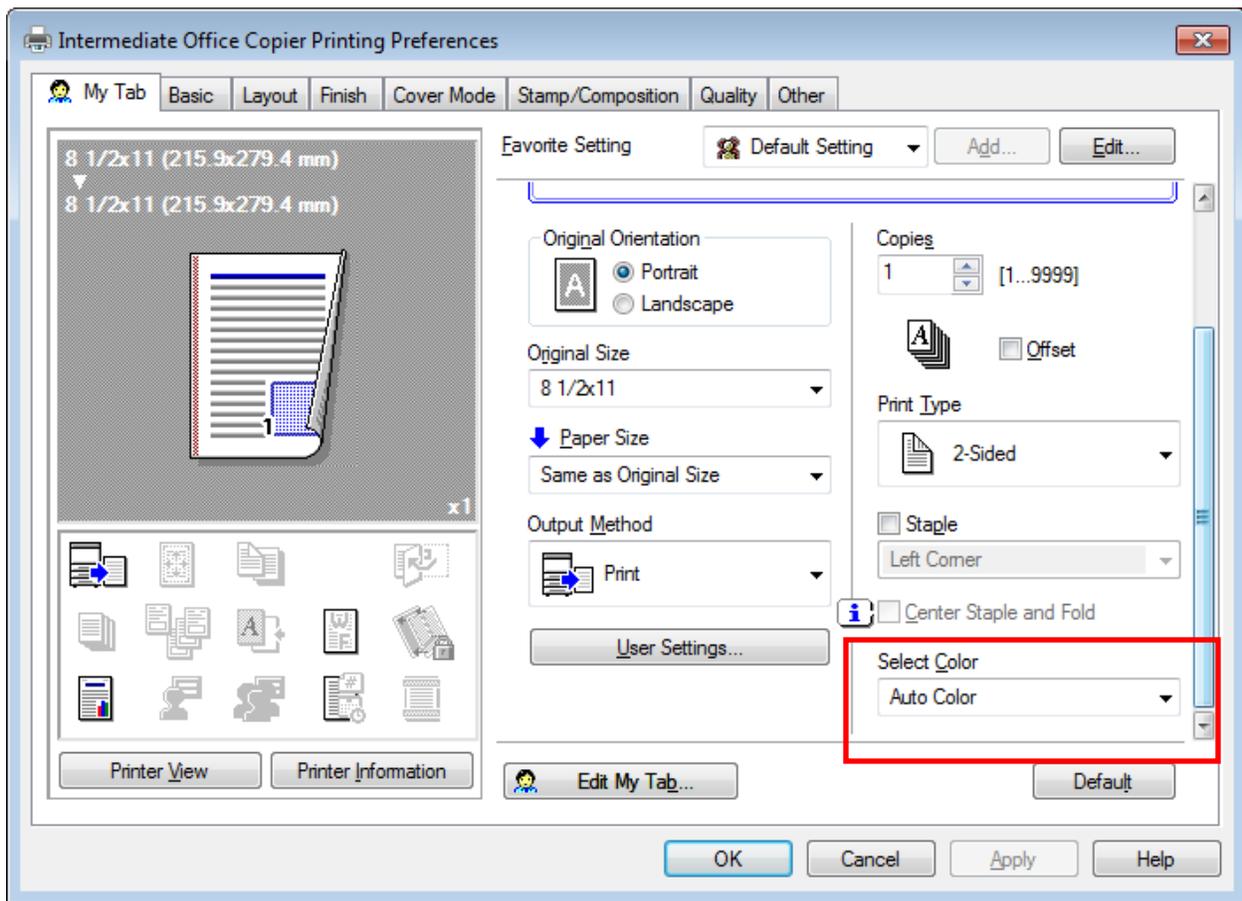


Changing Default Setting To Black Printing On Primary/Intermediate Office Copiers

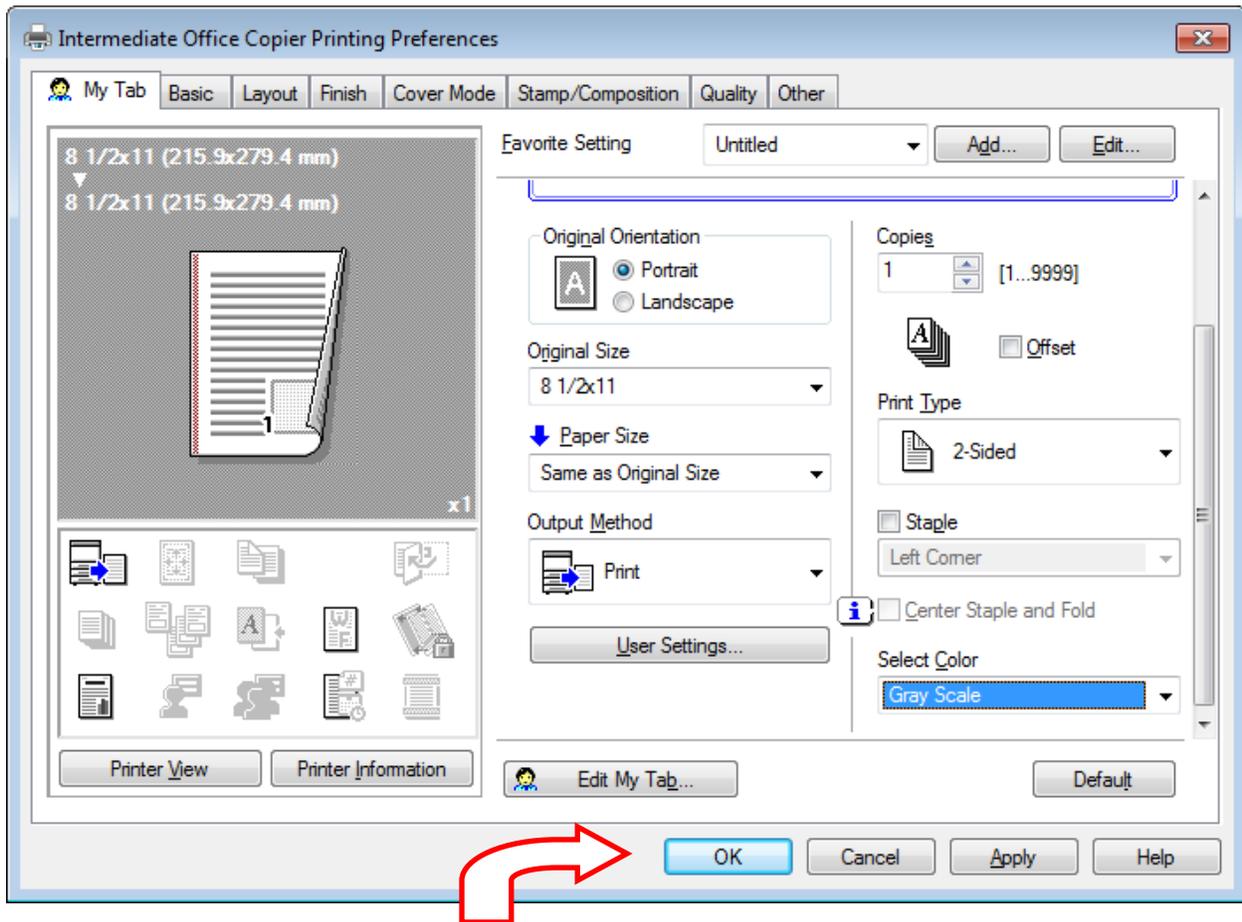
To begin, click on the Start button in the lower left hand corner of the screen. In the menu that pops up, select Devices and Printers on the right hand side of the menu.



In the Devices and Printers list, RIGHT CLICK on either the Primary Office Copier or Intermediate Office Copier, depending on which side of the building you are in, and then select the Printing Preferences option from the dropdown menu.



In the Select Color box, click on the arrow to the right of the Auto Color entry, and then select Gray Scale from the dropdown list.



Then, click on the Apply button to apply the change, followed by the OK button to exit the Printer Preferences window.

For future printing that you need to do in color, you will need to make sure to go to the Properties section of the program you are printing from (Word, etc) and make sure to select the Auto Color option.