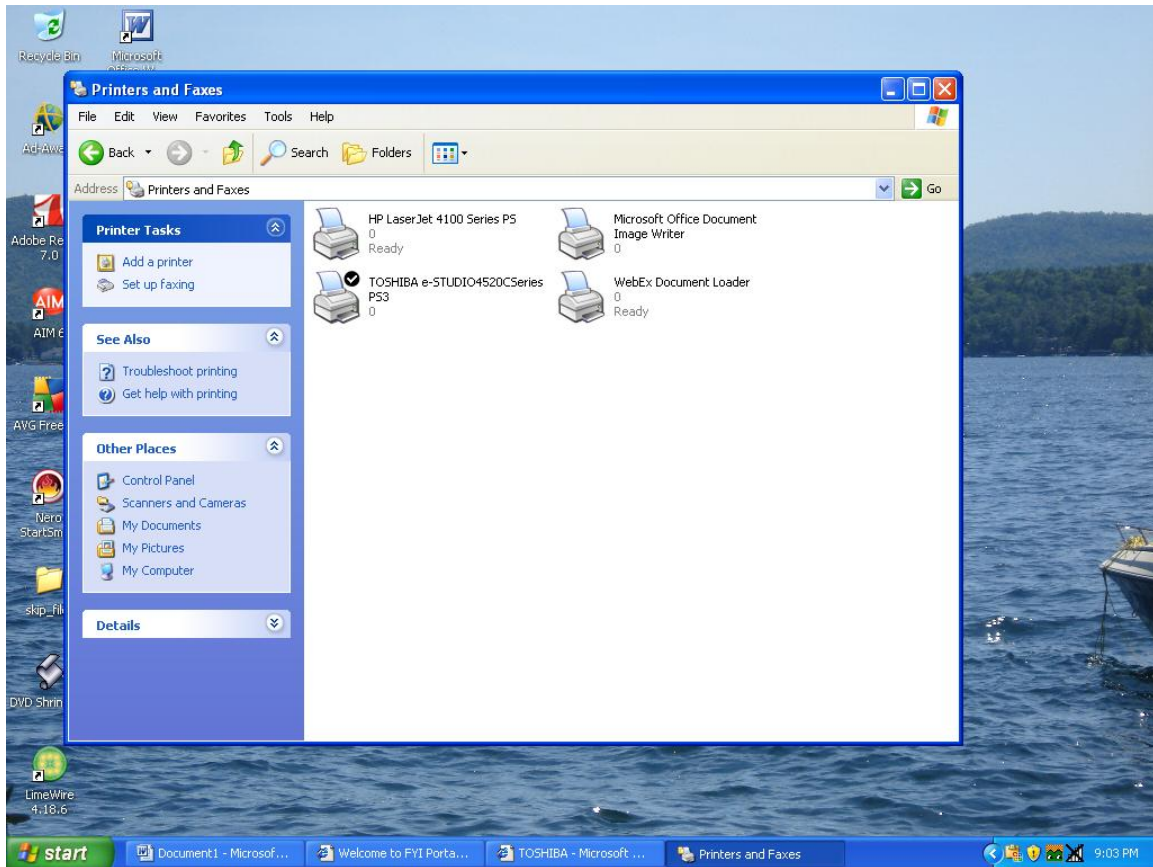


# Setting the printer default to black and white

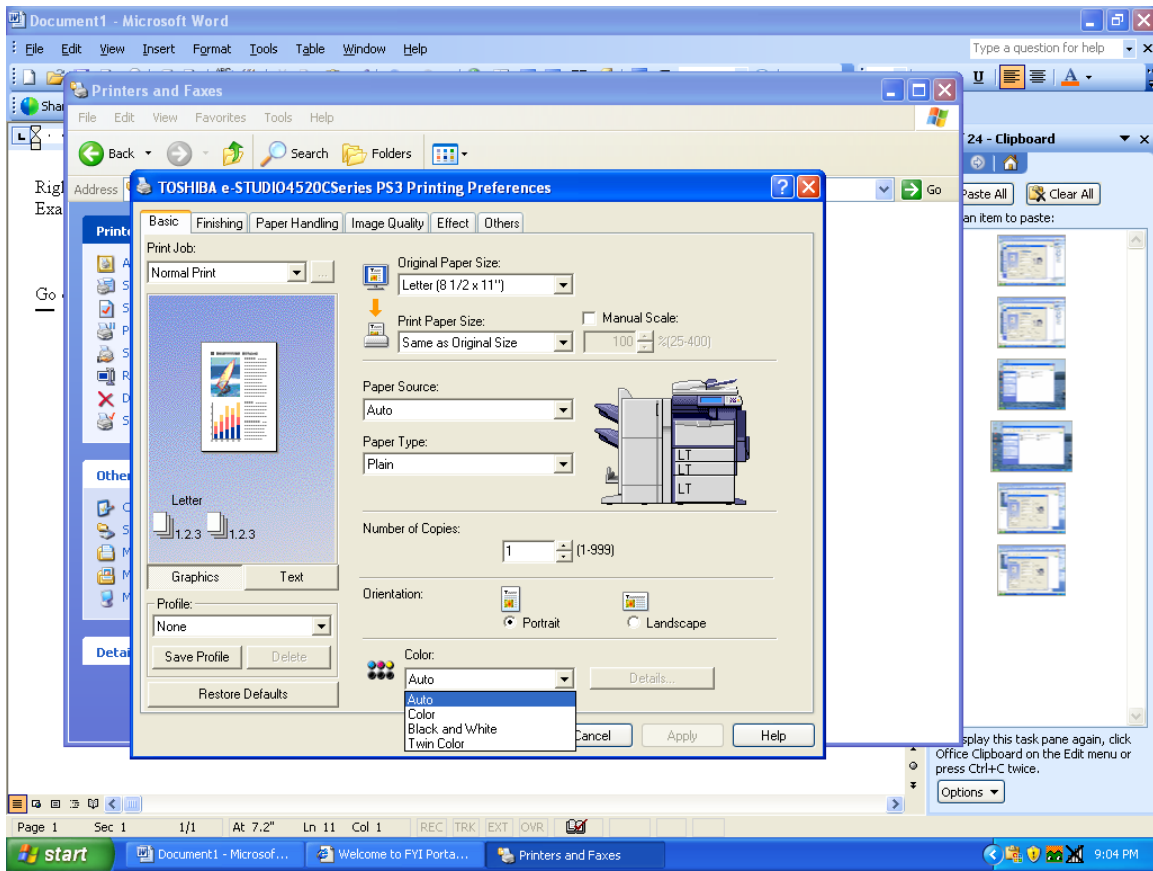
Click on **start/ control panel/** then **printers and faxes.**

Example below



**Right click** on the Toshiba printer. Then click on **Print preferences.**

Example below what it should look like



Go down to the color field and make sure it is black and white. Click Apply (**very important**), then ok, and then Close all screens. Now the default print driver is black and white. The only way it will print color is if the end user changes it. This must be done on all computers.

Thank You

Skip