

## SHARP PRODUCT QUICK QUIDE

## DEFAULTING PRINT DRIVER TO B/W - NEW USER INTERFACE

Note: the default needs to be changed in two locations.

- 1. Go into your Control Panel
- 2. Select Devices & Printers (may say Printers and Scanners)
- 3. Right click on the printer you wish to default (if right click is unavailable select Manage)
- 4. Select "Printing Preferences"
- 5. Change Color Mode drop down to Black and White.
- 6. Select Apply
- 7. Select Ok

SHARP MX-3570N PCL6 Printing Preferences

Vinting Preferences	Paper Source A Fin	ishing 12 Layout	Job Handling >
Favorites: Factory Defaults ~	Save		Defaults
Copies:		N-Up: None ~	
Original Size: 8.50 x 11.00 in.	Output Size: 8.50 x 11.00 in. Same as Original Size ~	Staple:	
Orientation:	Zoom Settings	Document Filing:	
2-Sided Printing:		Color Mode:	
1			
		ок	Cancel Apply Help







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- 8. Return to your Control Panel
- 9. Select Devices & Printers (may say Printers and Scanners)
- 10. Right click on the printer (if right click is unavailable select Manage)
- 11. Select "Printer Properties"
- 12. Select the "Advanced" tab.
- 13. Select "Printing Defaults" toward the bottom of the screen.

Always evailable			
O Available from	2:00 AM	12:00 AM	
Priority: 1			
Driver: SHARP MX	3570N PCL6	~ New Drives	
Spool print documents	so program finishes print	ing faster	
Start printing after l	last page is spooled		
O Start printing imme	diately		
O Print directly to the prin	vter		
Hold mismatched docu	uments		
Print spooled document	sts first		
Keep printed document	ts		
Enable advanced printi	ng features		
Printing Defaults	Print Processor	Separator Page	

- 14. After you select Printing Defaults it will pop up the print driver screen. Change Color Mode drop down to Black and White.
- 15. Select Apply
- 16. Select Ok

Copies:		N-Up: None  V
Original Size: 8.50 x 11.00 in.	Output Size: 8.50 x 11.00 in.	Staple:
Letter ~	Same as Original Size 🗸 🗸	A None ~
Orientation:	Zoom	Document Filing:
A Portrait ~	Settings	None ~
2-Sided Printing:		Color Mode:
Long Edge 🗸		Automatic 🗸
1		
		OK Cancel Apply Help

9. Select the color tab on the right along the top of the screen.

- 10. Under the Color Tab in the "Color Mode" section in the top right corner of the driver select "Black and White"
- 11. Then Click apply.

