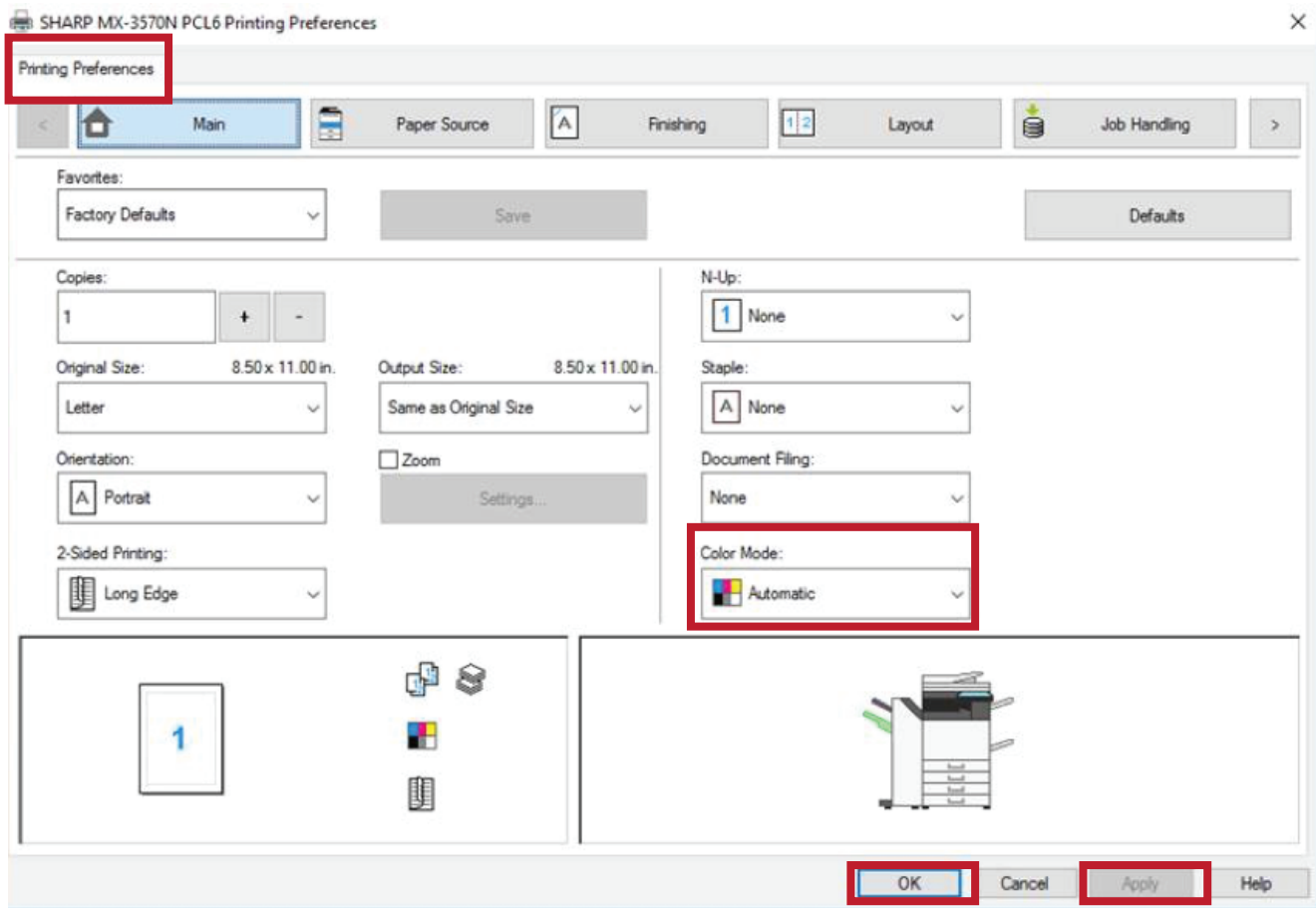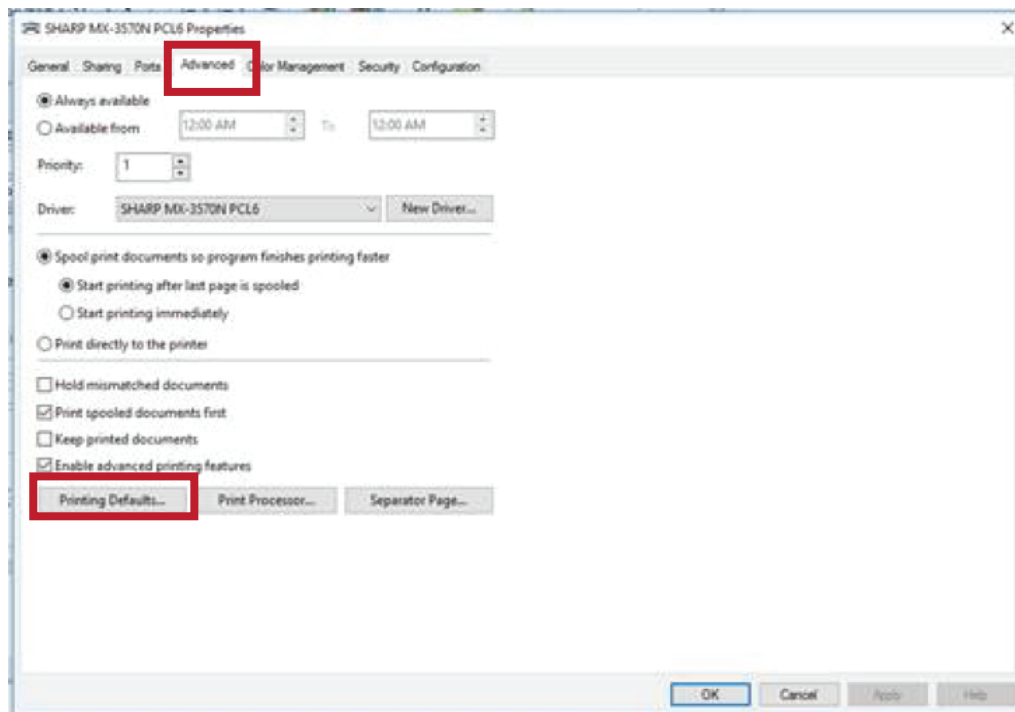# SHARP PRODUCT QUICK QUIDE

DEFAULTING PRINT DRIVER TO B/W - NEW USER INTERFACE

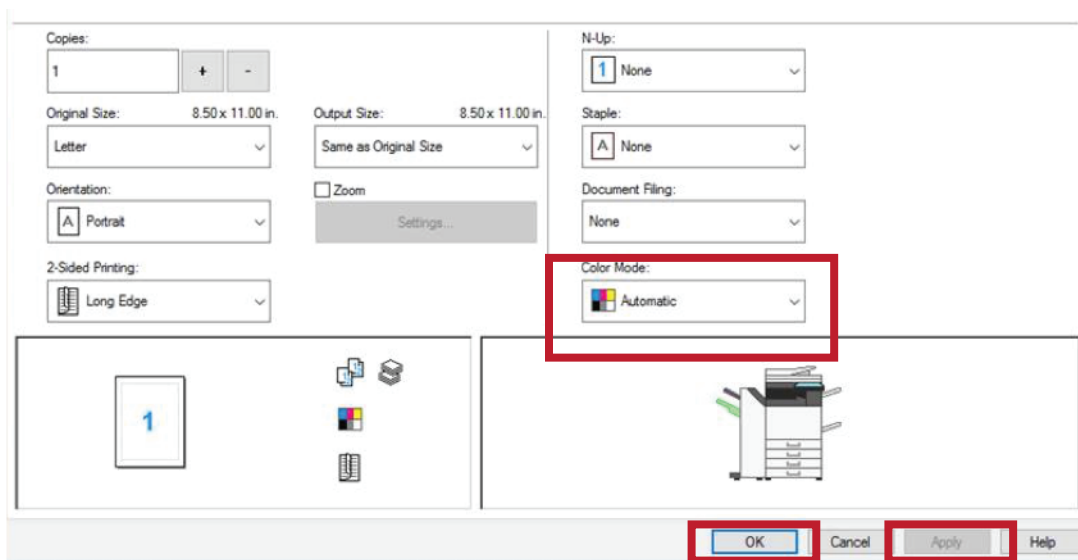Note: the default needs to be changed in two locations.
1. Go into your Control Panel
2. Select Devices & Printers (may say Printers and Scanners)
3. Right click on the printer you wish to default (if right click is unavailable select Manage)
4. Select "Printing Preferences"
5. Change Color Mode drop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

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.

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

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.