

RICOH PRODUCT QUICK GUIDE

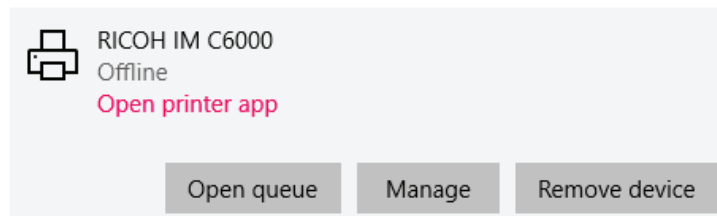
DEFAULTING PRINT DRIVER TO BLACK & WHITE

Note: this must be done at every individual computer if not using a print server

1. Open the print driver:

- Access Settings on your Computer
- Select Devices
- On the left side menu select Printers
- Select the device you wish to default to B/W
- Select Manage
- Select Printer Preferences

Older versions of Windows will differ in steps; Devices and Printers, right click the device you wish to default, select Printer Preferences.



Manage your device

This device has a few different functions. Pick one to manage settings for that function.

RICOH IM C6000 ▾

Printer status: Offline

Open print queue

App installed

Open printer app

[Print a test page](#)

[Run the troubleshooter](#)

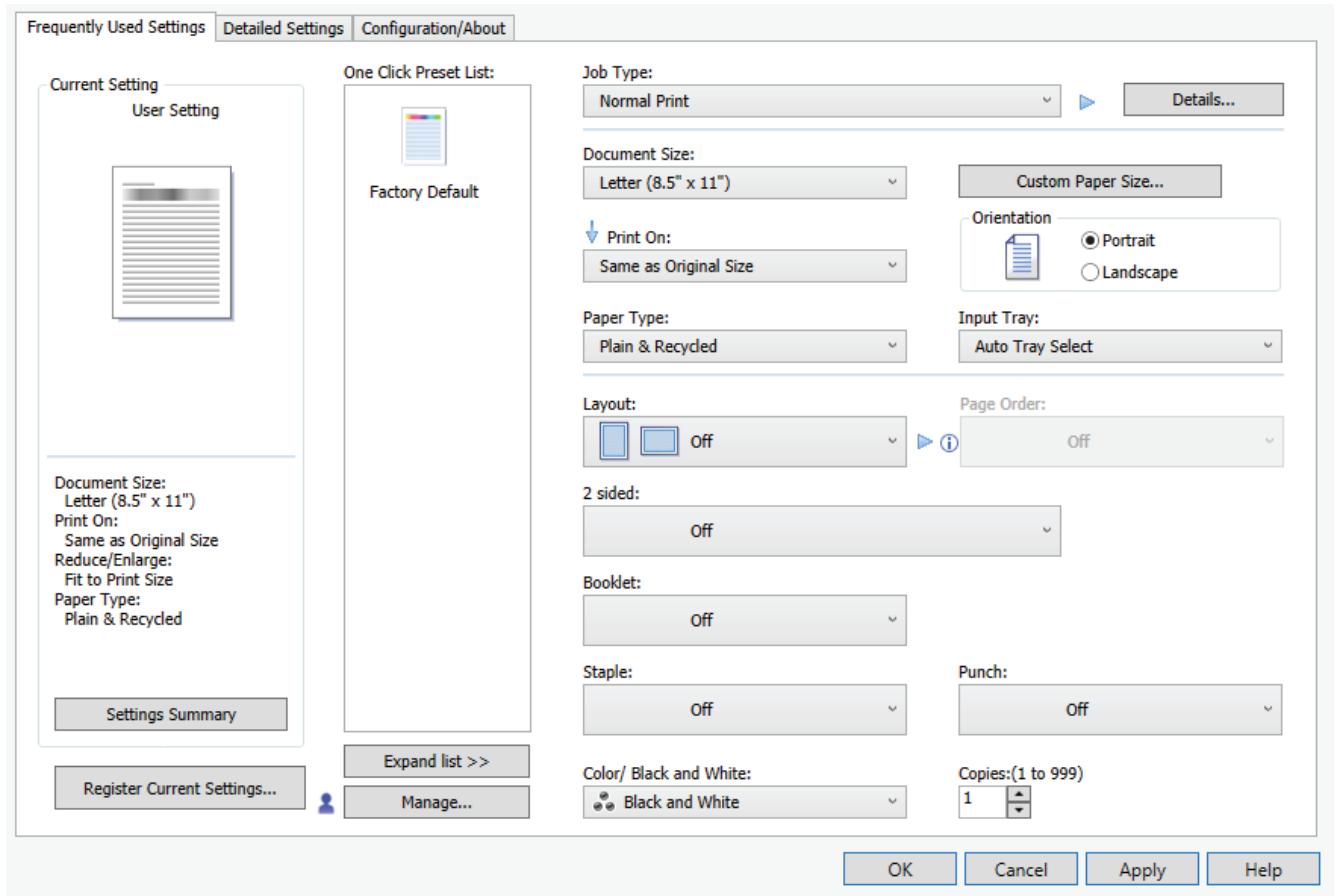
[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)



2. In the Frequently Used Settings Tab change Color to Black and White



3. Select the Apply Button (If you do not select this button it will not save this reference as a default)

