

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.

C RICOL Offline Open	HIM C6000 e printer app		
	Open queue	Manage	Remove device
Manage	e your device		
This devic settings fo RICOH II	e has a few different or that function. M C6000 \checkmark	functions. Pick on	e to manage
Printer sta Open pi App instal Open pi	tus: Offline rint queue led rinter app		
Print a tes Run the tr	t page oubleshooter		
Printer pro Printing p Hardware	operties references properties		



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

Current Setting	One Click Preset List:	Job Type:	
User Setting		Normal Print	V Details
	Factory Default	Document Size: Letter (8.5" x 11")	Custom Paper Size
		Same as Original Size	
		Paper Type: Plain & Recycled	Input Tray: v Auto Tray Select v
		Layout:	Page Order: ✓ ▶ ① Off ✓
Document Size: Letter (8.5" x 11") Print On: Same as Original Size		2 sided: Off	v
Reduce/Enlarge: Fit to Print Size		Booklet:	
Paper Type: Plain & Recycled		Off	~
		Staple:	Punch:
Settings Summary		Off	∽ Off ∽
Register Current Settings	Expand list >>	Color/ Black and White:	Copies:(1 to 999)
	Manage	ee Black and white	· ·

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

