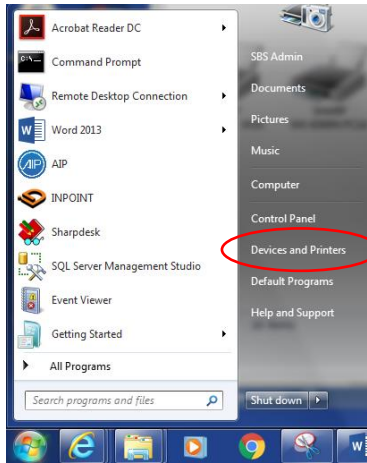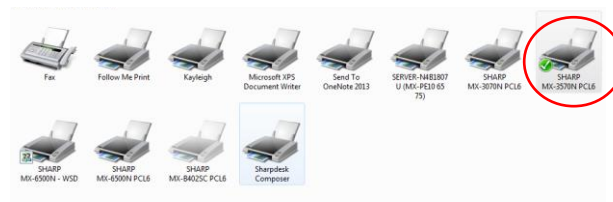COPY LINK Inc.
Linking People with Technology

Setting Print Drivers to default to Black and White
on a Sharp Multi-Function Printer (Windows 7)

Use the Windows Start Menu to navigate to the "**Devices and Printers**" menu in the Control Panel

Right Click on the device Print Diver and select **Printing Preferences.**

Select the "**Color**" tab or the "**Main**" tab (depending on which interface you have, see below).

Select "**Black and White**" under the **Color Mode** function. Select "**Apply**" and then "**OK**".

Your printer will now default to Black & White unless color mode is specifically selected when printing a project.