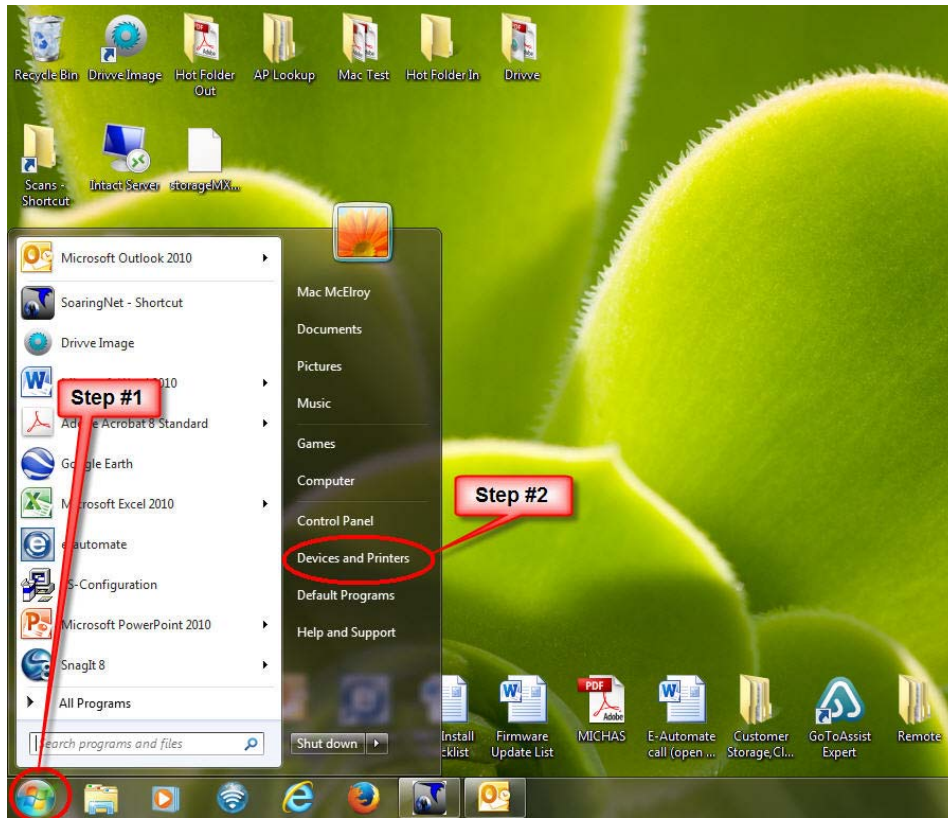
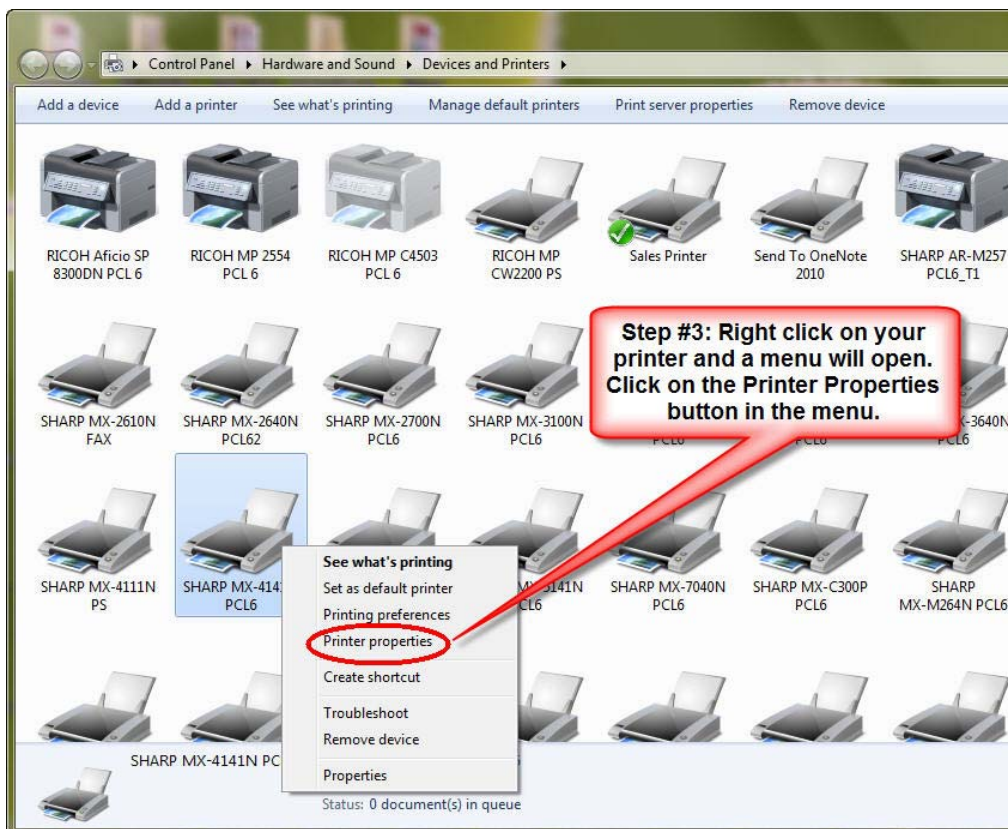


Setting your Sharp print driver to default to Black and White printing.

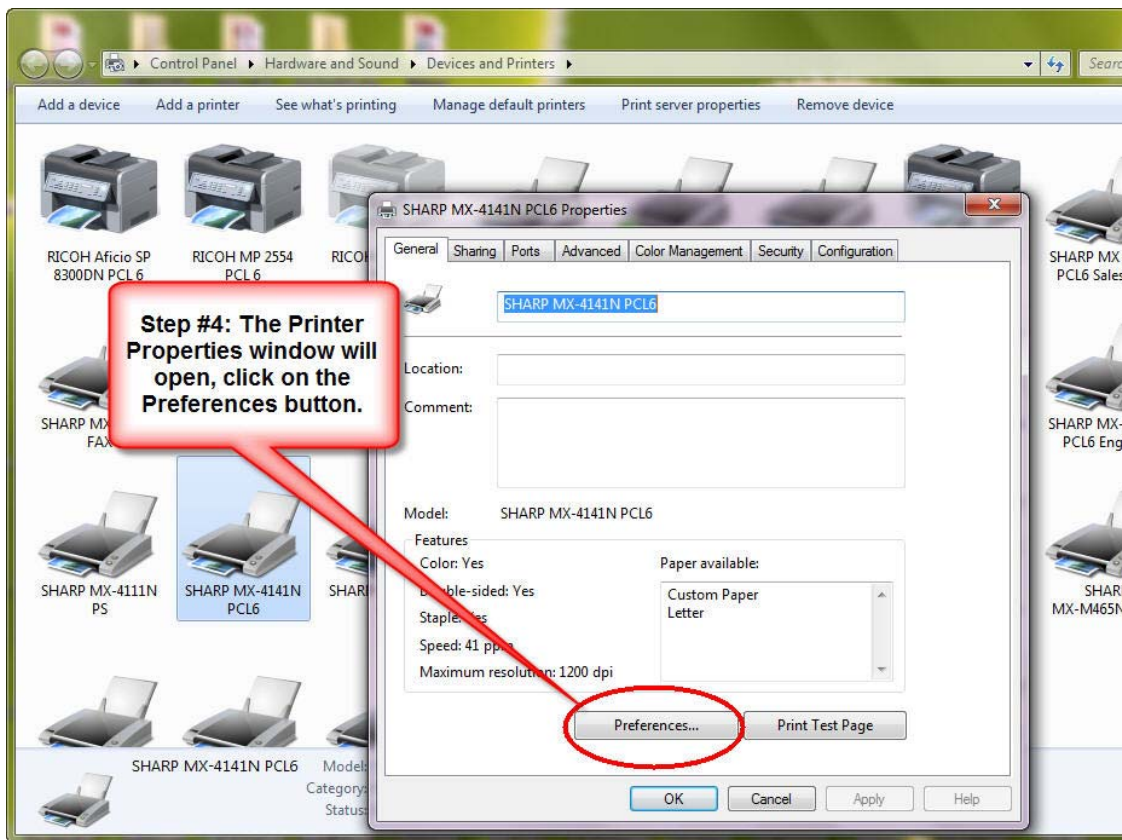
1. Click on the Windows Start button and then click the Devices and Printers button. (see the image below)



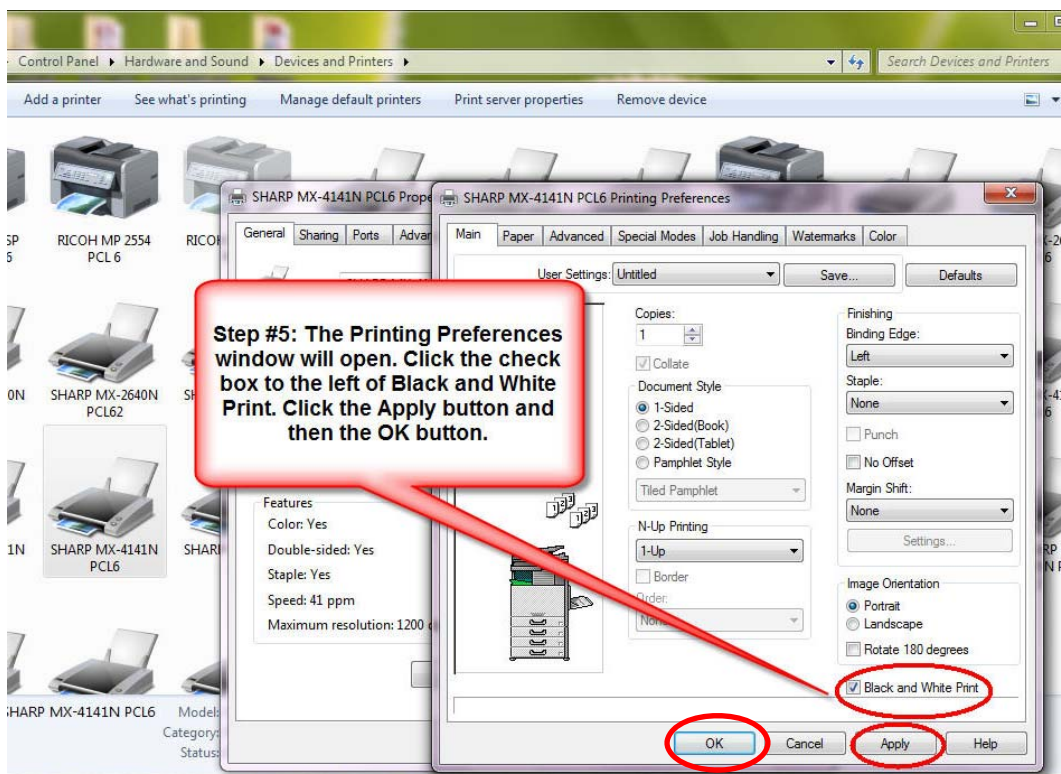
2. Locate your printer in the Devices and Printers window and right-click on your printer. A menu will open, click on Printer Properties. (see the image below)



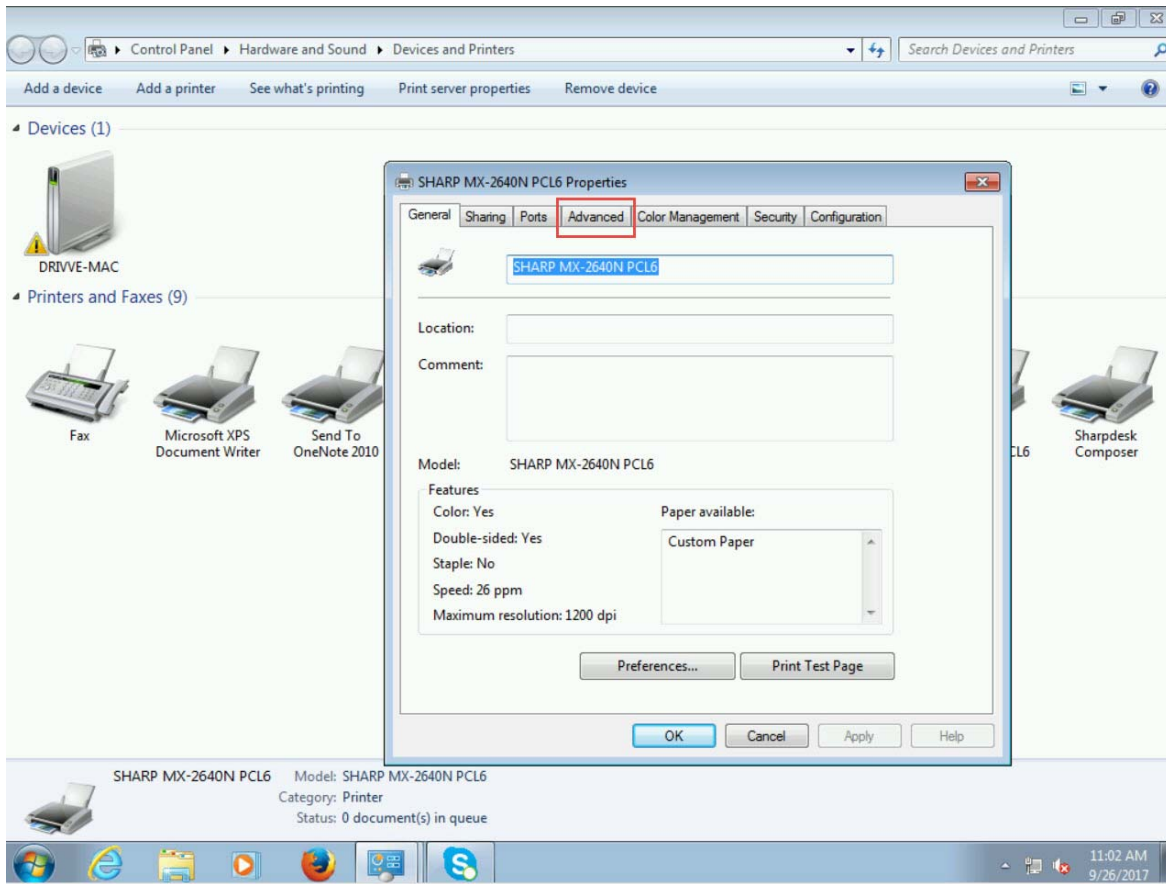
3. The Printer Properties window will open. Click on the Preferences button. (see the image below)



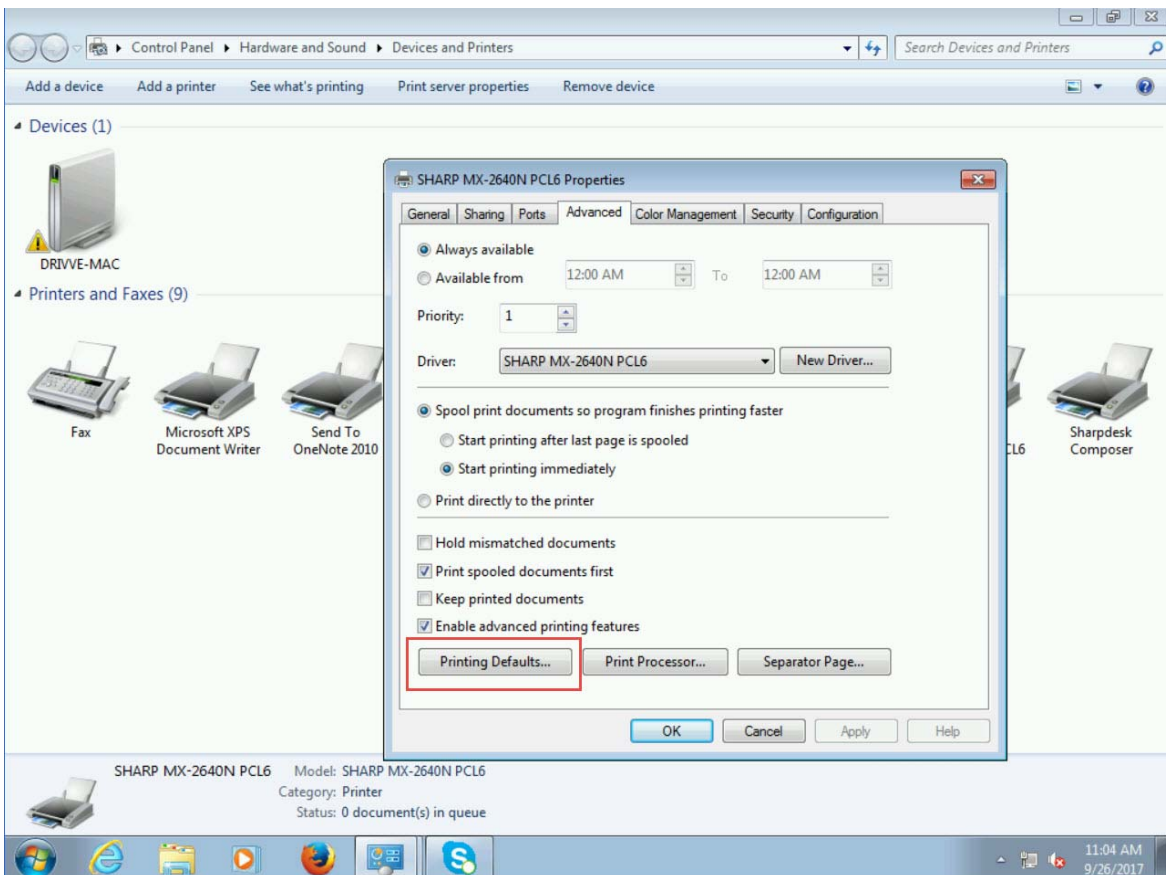
4. The Printing Preferences window open. Click on the checkbox to the left of Black and White Printing and click the Apply button. Click the OK and return to the Printing Preferences window. (see the image below)



5. Click on the Advanced tab. (see the image below)



6. Click on the Printing Defaults button. (see the image below)



7. The Printing Defaults window open. Click on the checkbox to the left of Black and White Printing and click the Apply button. Click the OK button twice to return to the Devices and Printers window. Close the Devices and Printer window. ***This completes the step.***

