Changing your Preferences for PULLPRINTING to ensure Black and White printing is the default.

Select the Start Menu Icon, then Select Devices and Printers. From there you will be shown a window with your installed printers.

![Image of Devices and Printers window]

Here you should see an entry for either “PULLPRINTING on sc-pooler” or “PULLPRINTING on sc-pooler2”. Select whichever printer you have, then right click the mouse. A menu will display, from which you select the Printing Preferences option..
A dialogue appears as follows: -
Select the **Quality** tab from the top list of tabs. Then select the **Colour Mode** to be “Black and White” (it may be set to Auto {Colour/B&W}).