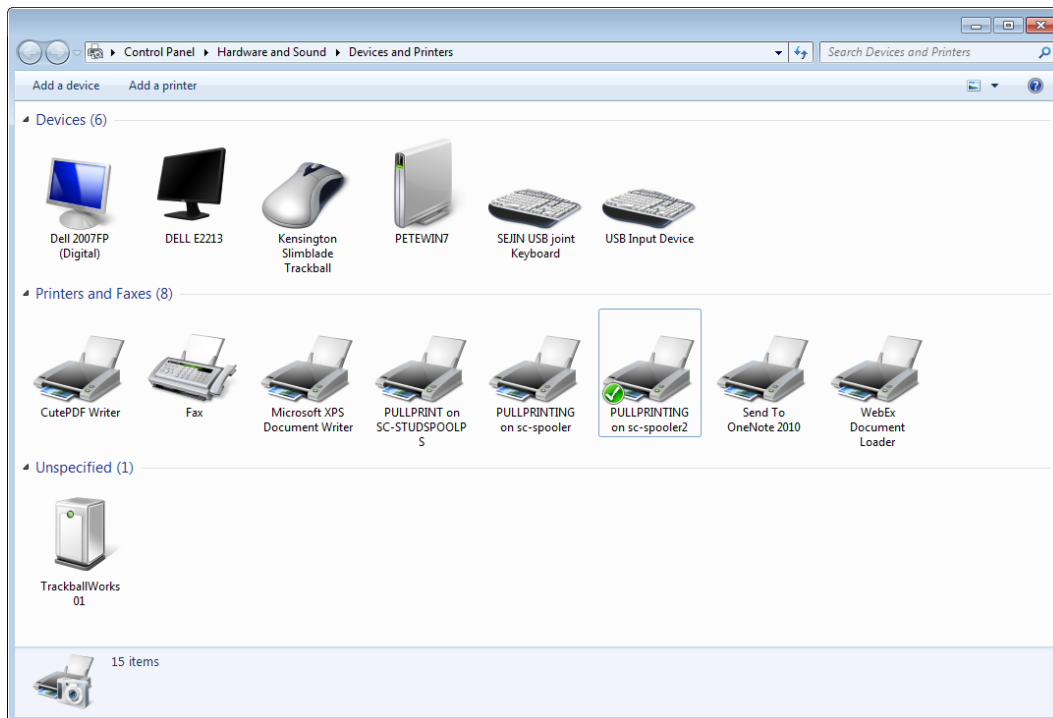
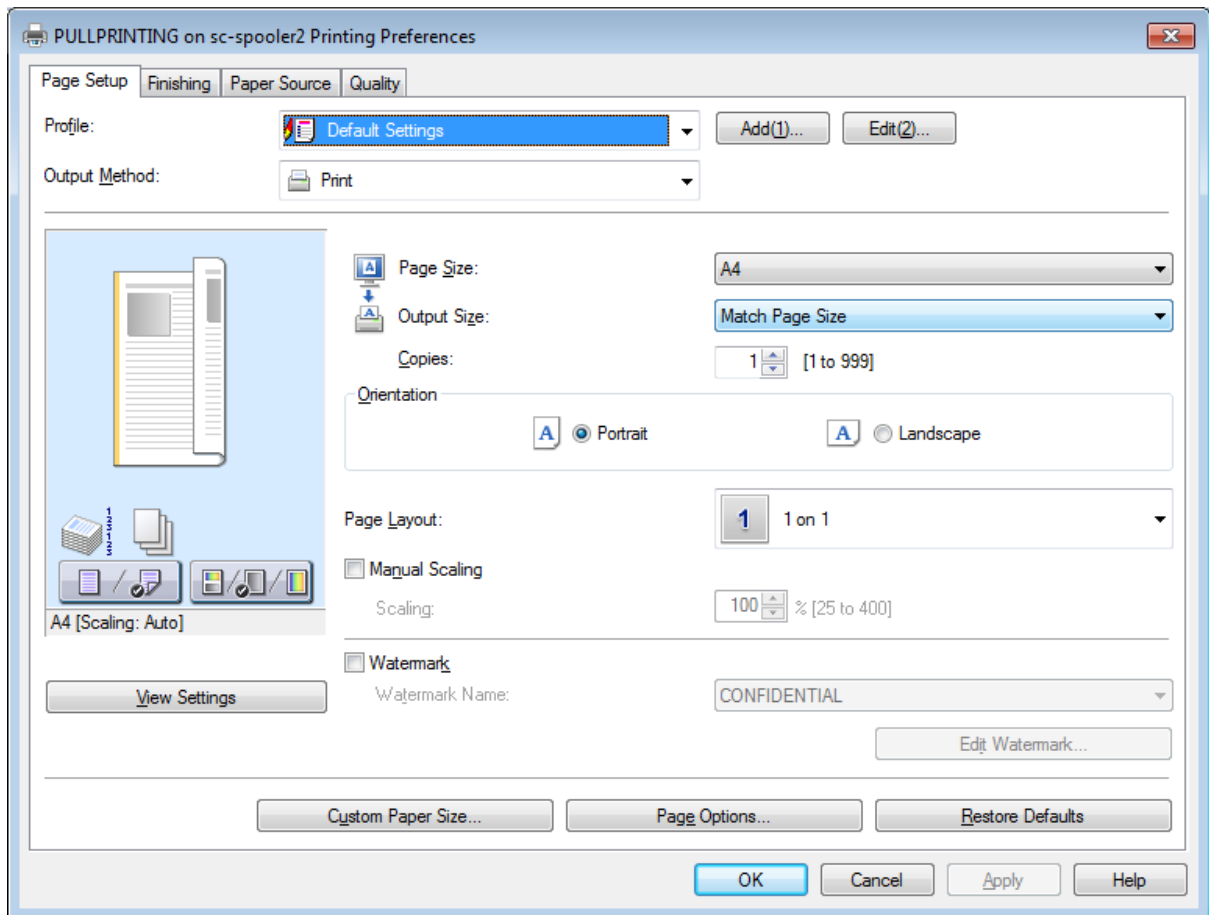


Changing your Preferences for PULLPRINTING to ensure Black and White printing is the default.

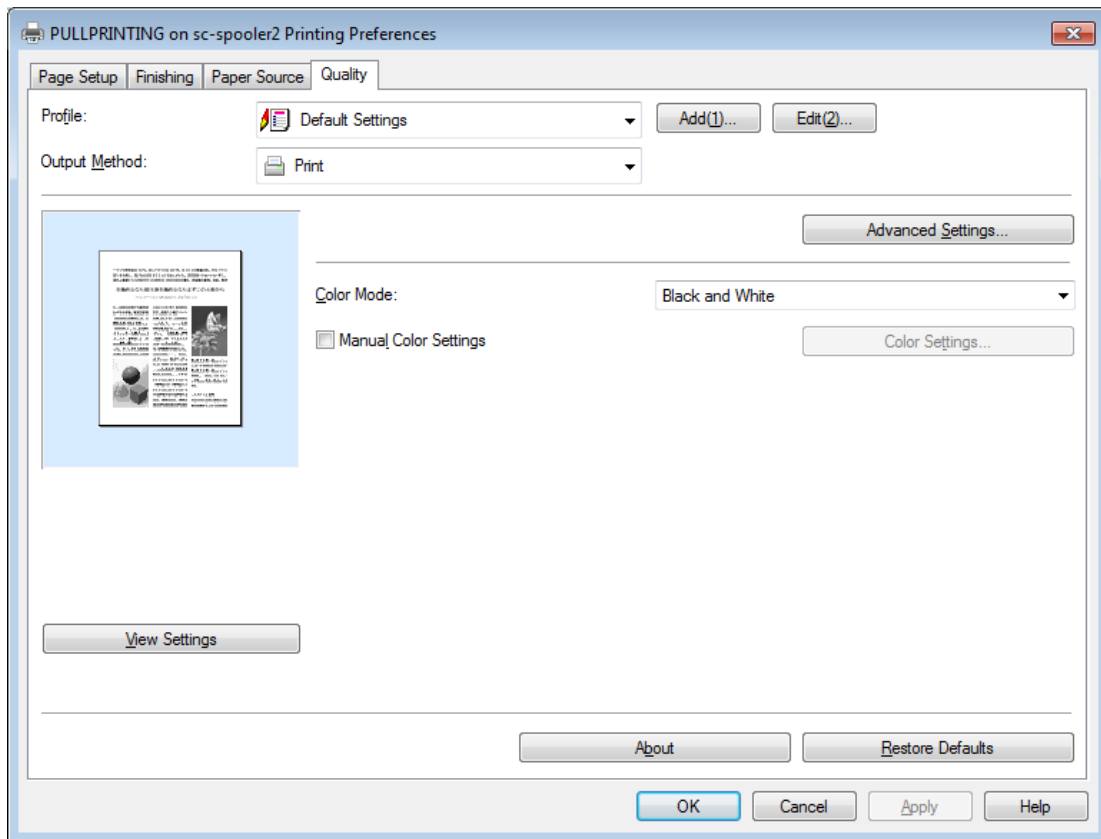
Select the Start Menu Icon, then Select Devices and Printers. From there you will be shown a window with your installed printers.



Here you should see an entry for either "PULLPRINTING on sc-spooler" or "PULLPRINTING on sc-spooler2". Select whichever printer you have, then right click the mouse. A menu will display, from which you select the **Printing Preferences** option..



A dialog 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 })