

WINDOWS XP and WINDOWS.7 Setting Default Printing for

- Grayscale (Black and White)
- Duplex (Two-sided)

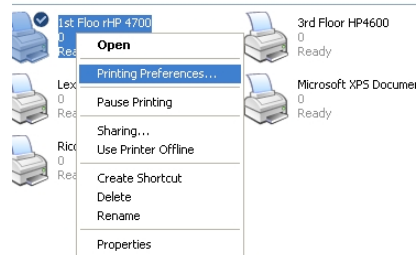
Be sure that you have downloaded and installed the correct printer driver for each printer you are using on your computer. A “generic” driver will not provide access to all printer features available.

Printer features vary and the settings may be found in different locations. The tips below should cover most public printers in BTI.

Control Panel Printers

RIGHT CLICK on the printer you want to configure

Select **PRINTING PREFERNCES**



MOST HP COLOR LASERJET PRINTERS (HP 4600, 4650, 3800, 4700)

Click on **PRINTING SHORTCUTS TAB**
(HP 4600 AND 4650)

Choose **TWO SIDED PRINTING**
Click on **APPLY**

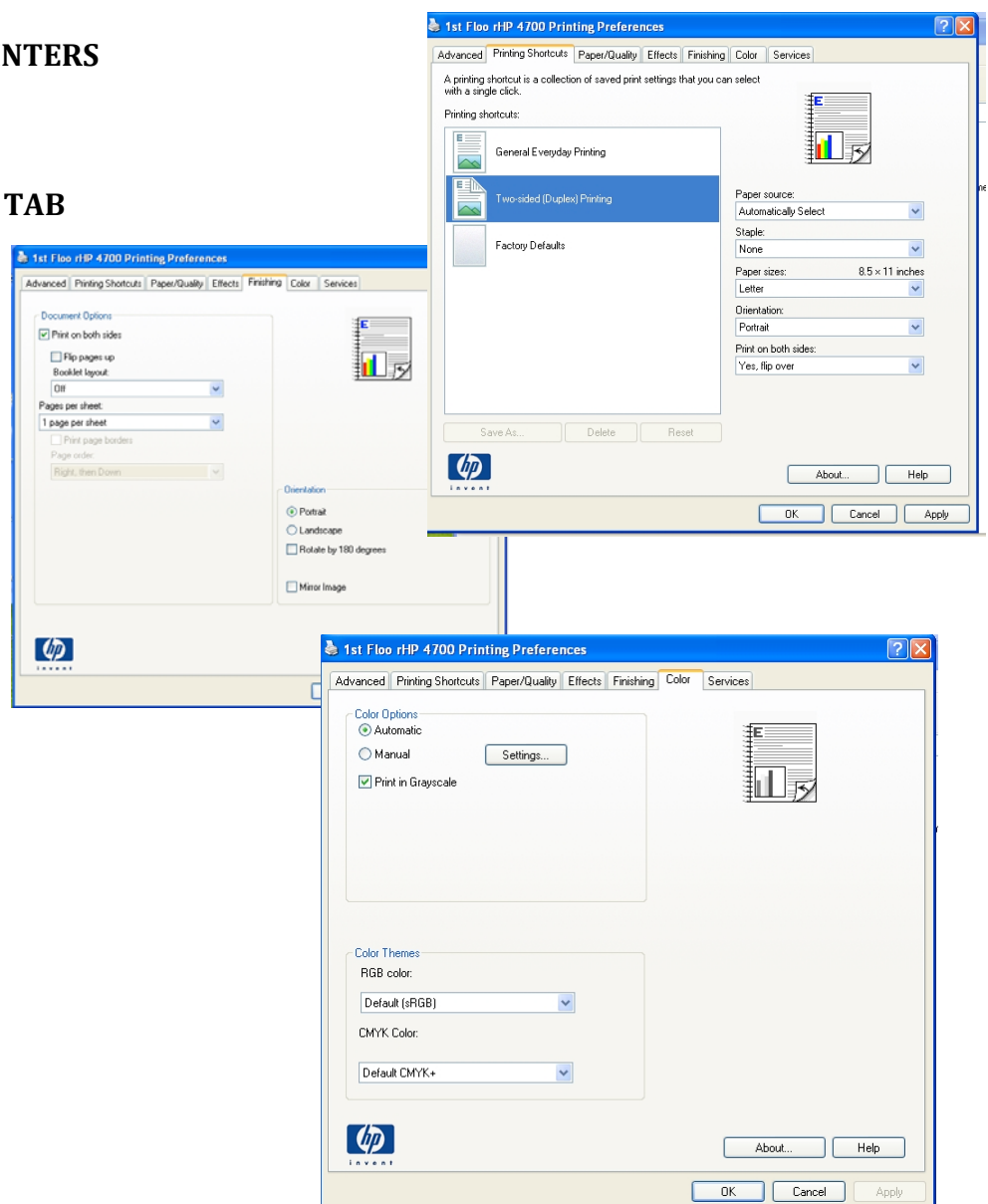
Click on the **FINISHING TAB**

Choose **PRINT ON BOTH SIDES**
Click on **APPLY**

Click on the **COLOR TAB**

Choose **PRINT IN GREYSCALE**
Click on **APPLY**

CLICK OK

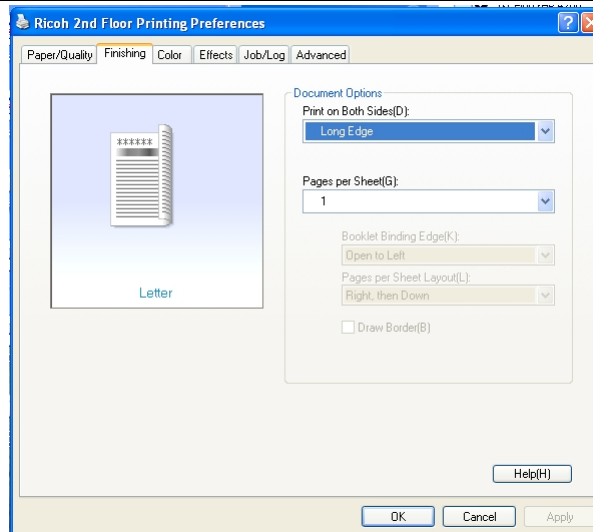


Ricoh Aficio Printers

Click on **FINISHING TAB**

Choose **LONG EDGE**

Click on **APPLY**



Click on the **COLOR TAB**

Choose **PRINT IN GREYSCALE**

Click on **APPLY**

CLICK OK

