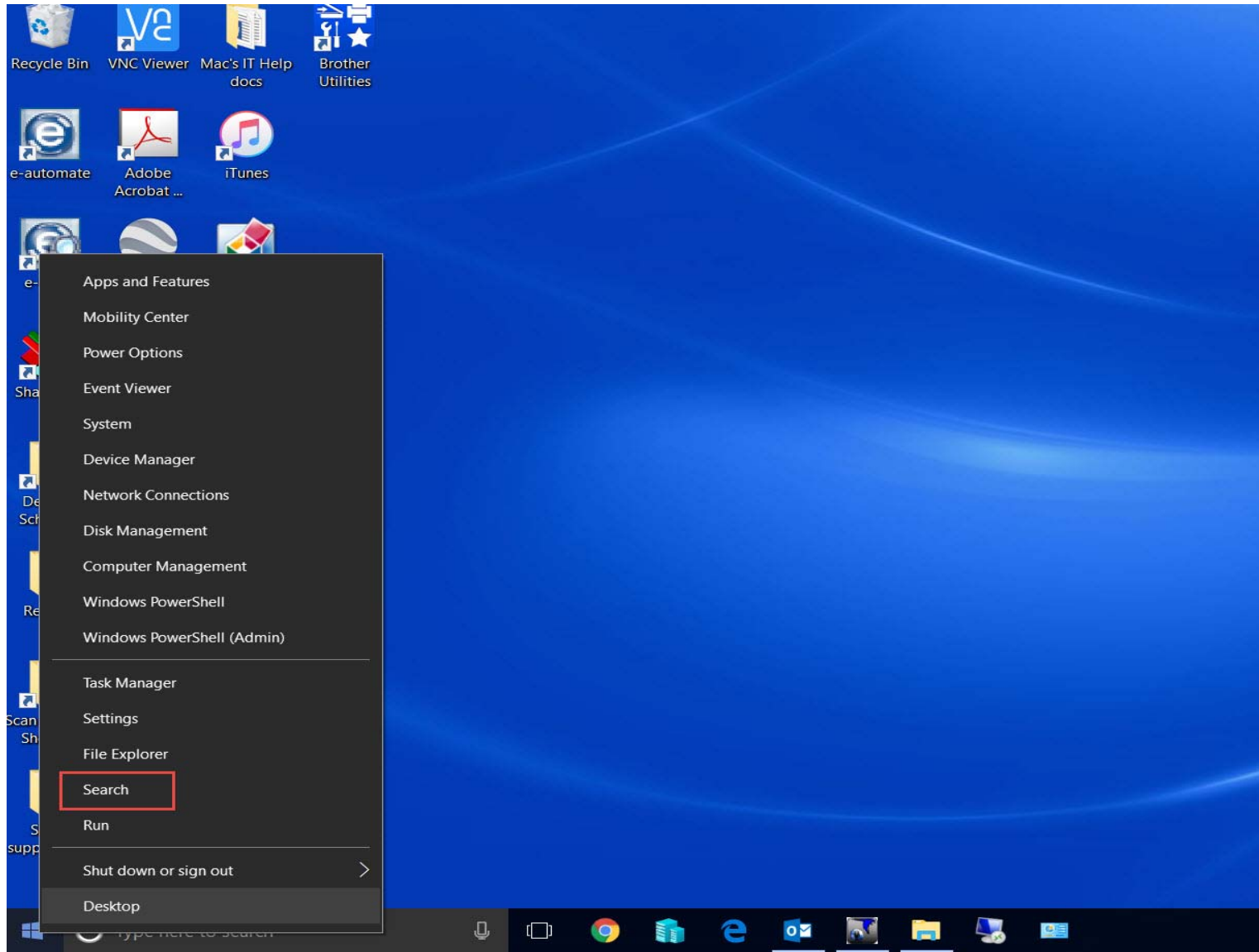
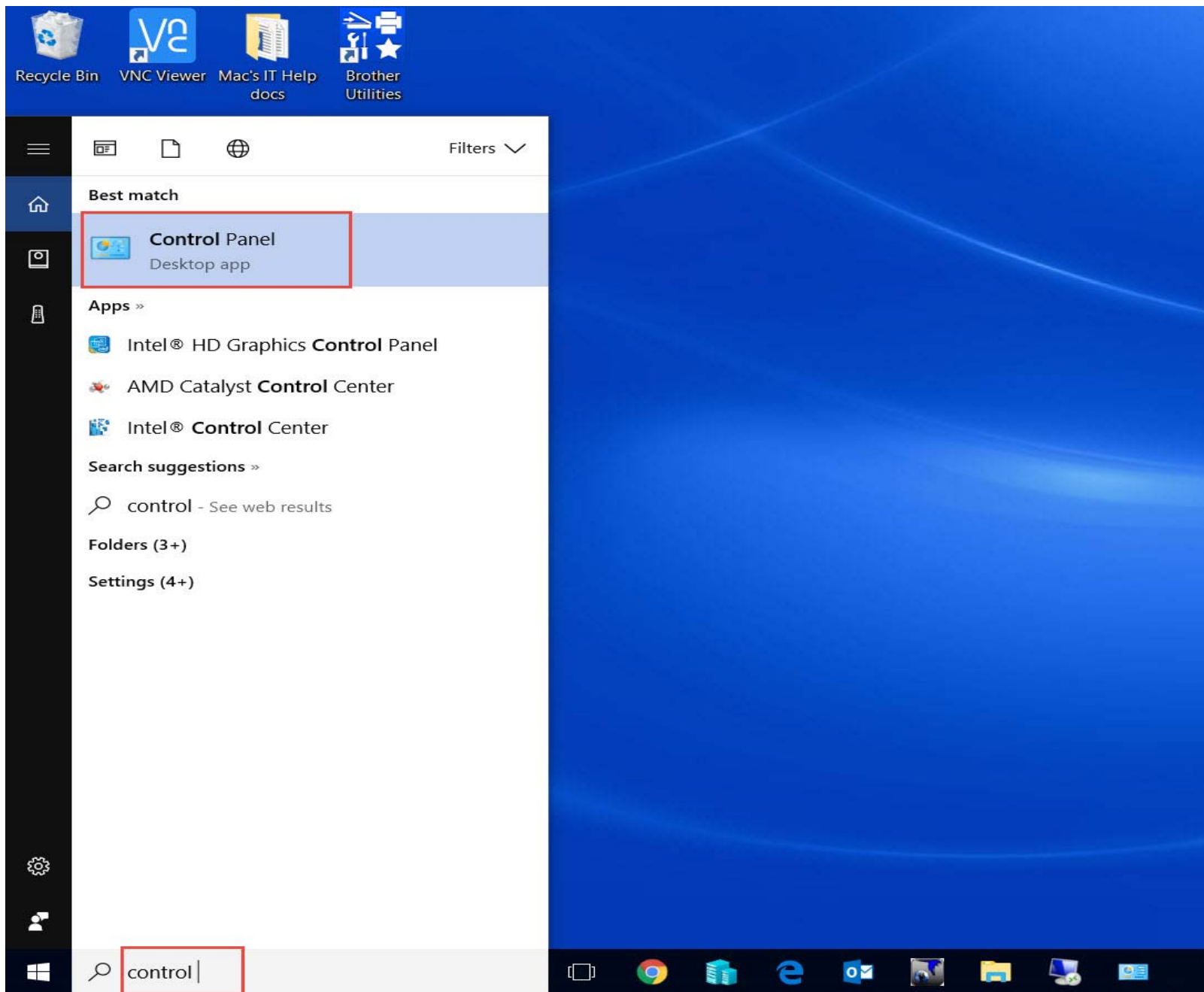


Setting your Sharp print driver to default to Black & White Gen.2 Windows 10

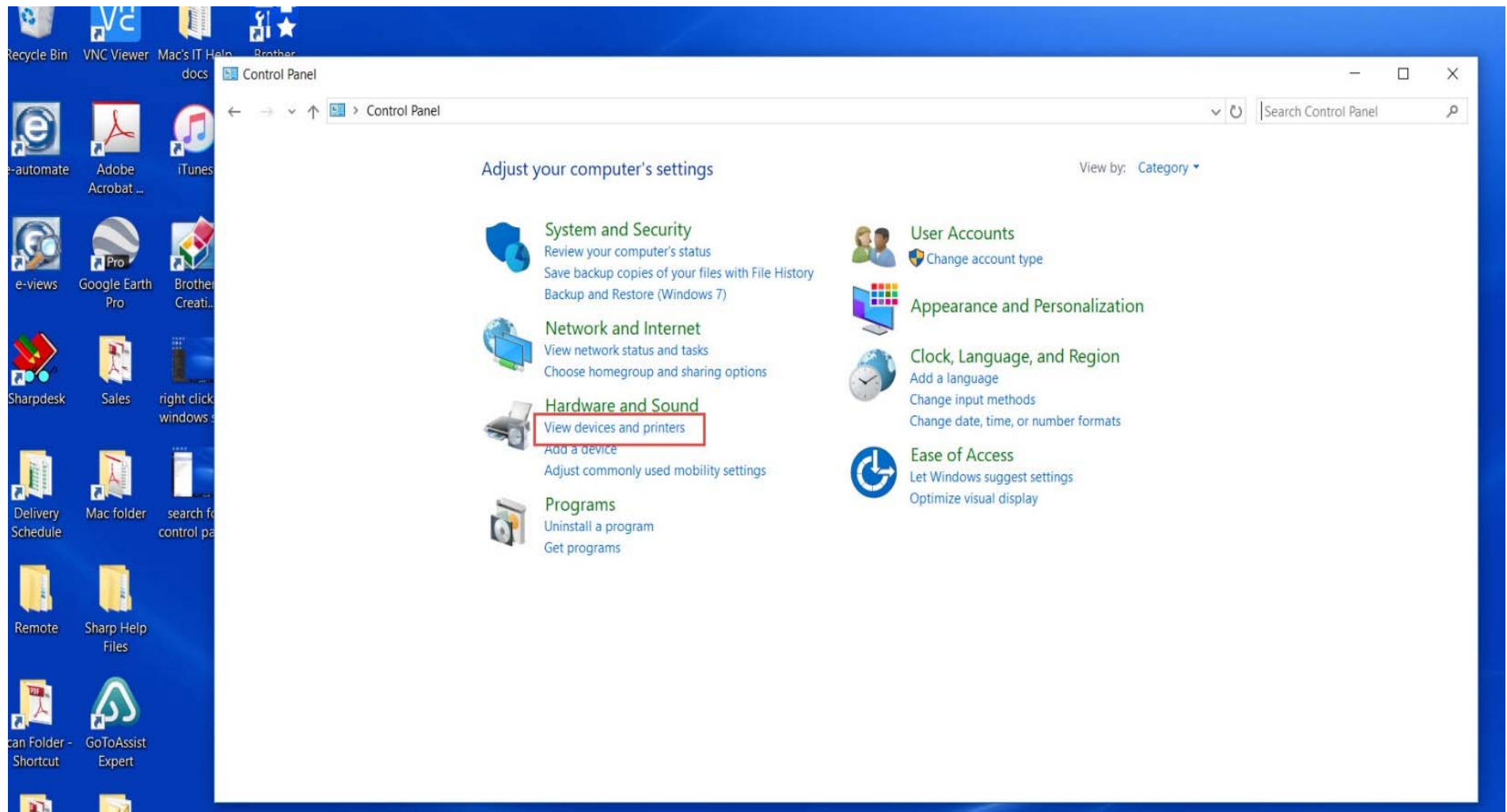
1. Right click on the Windows symbol in the lower left corner of you desktop and open the menu. Click on the Search button (see the image below)



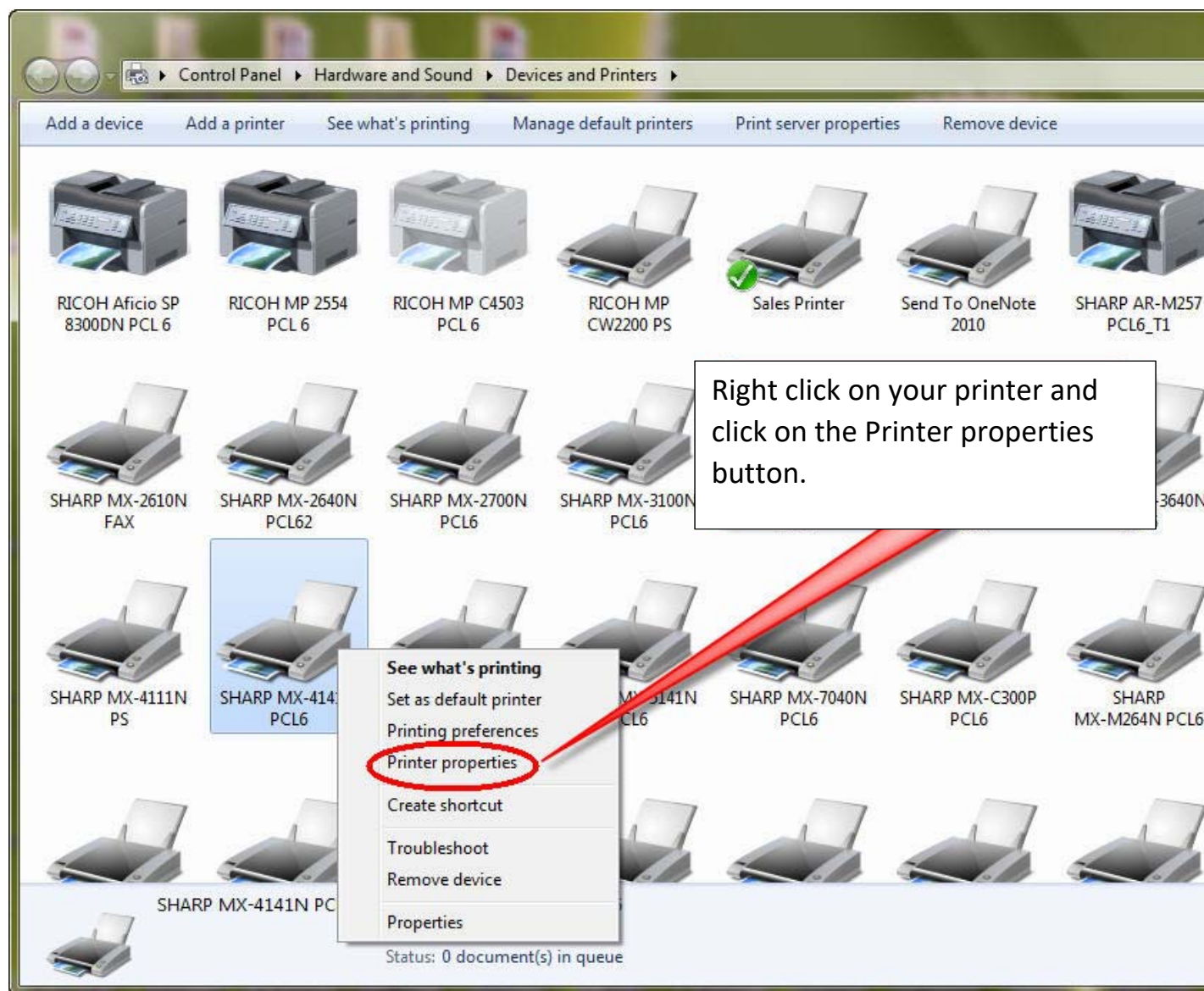
2. In the search box, type in Control Panel. Click on Control Panel button. (see the image below)



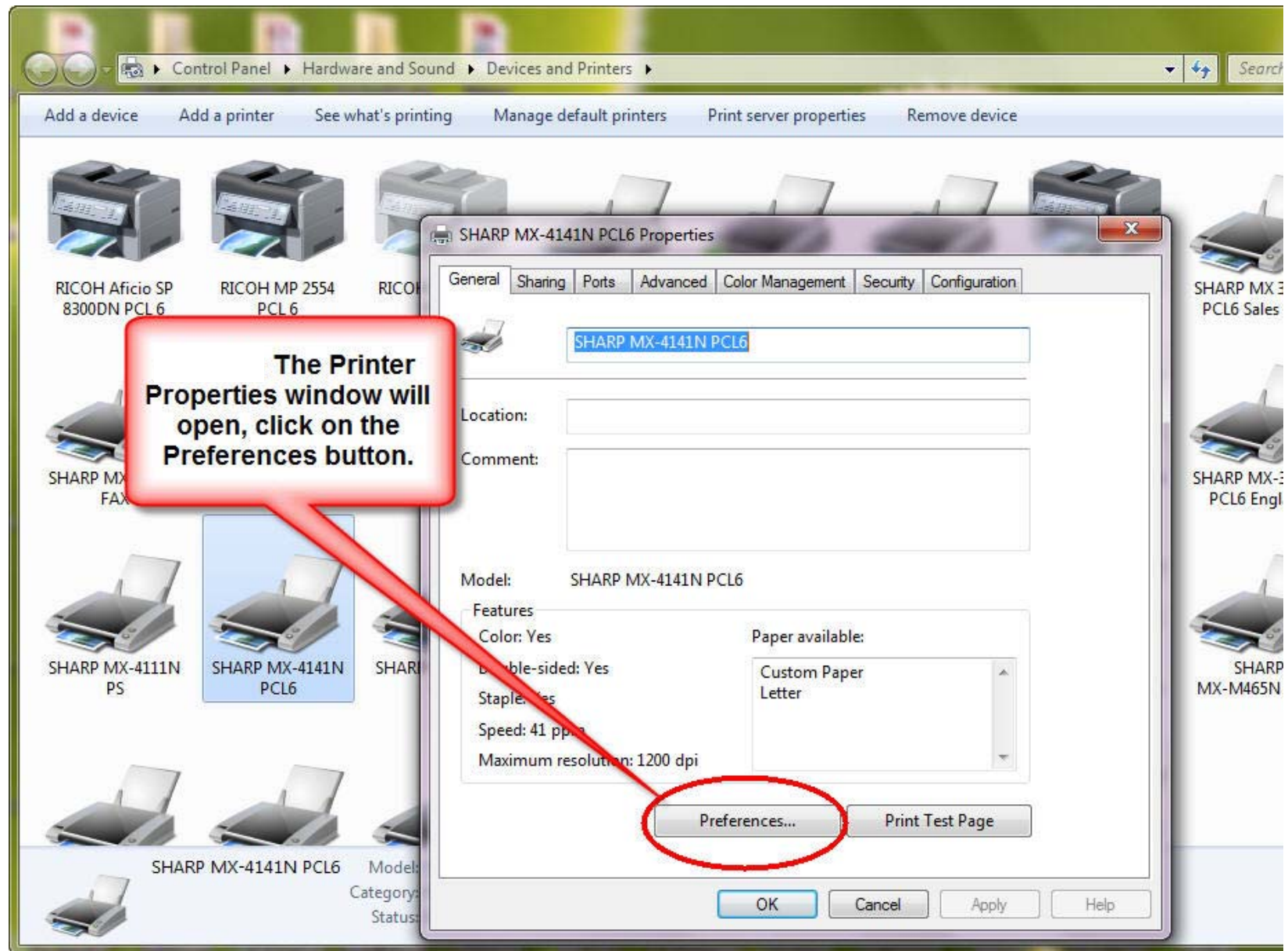
3. The Control Panel window will open. Click on View Devices and Printers. (see the image below)



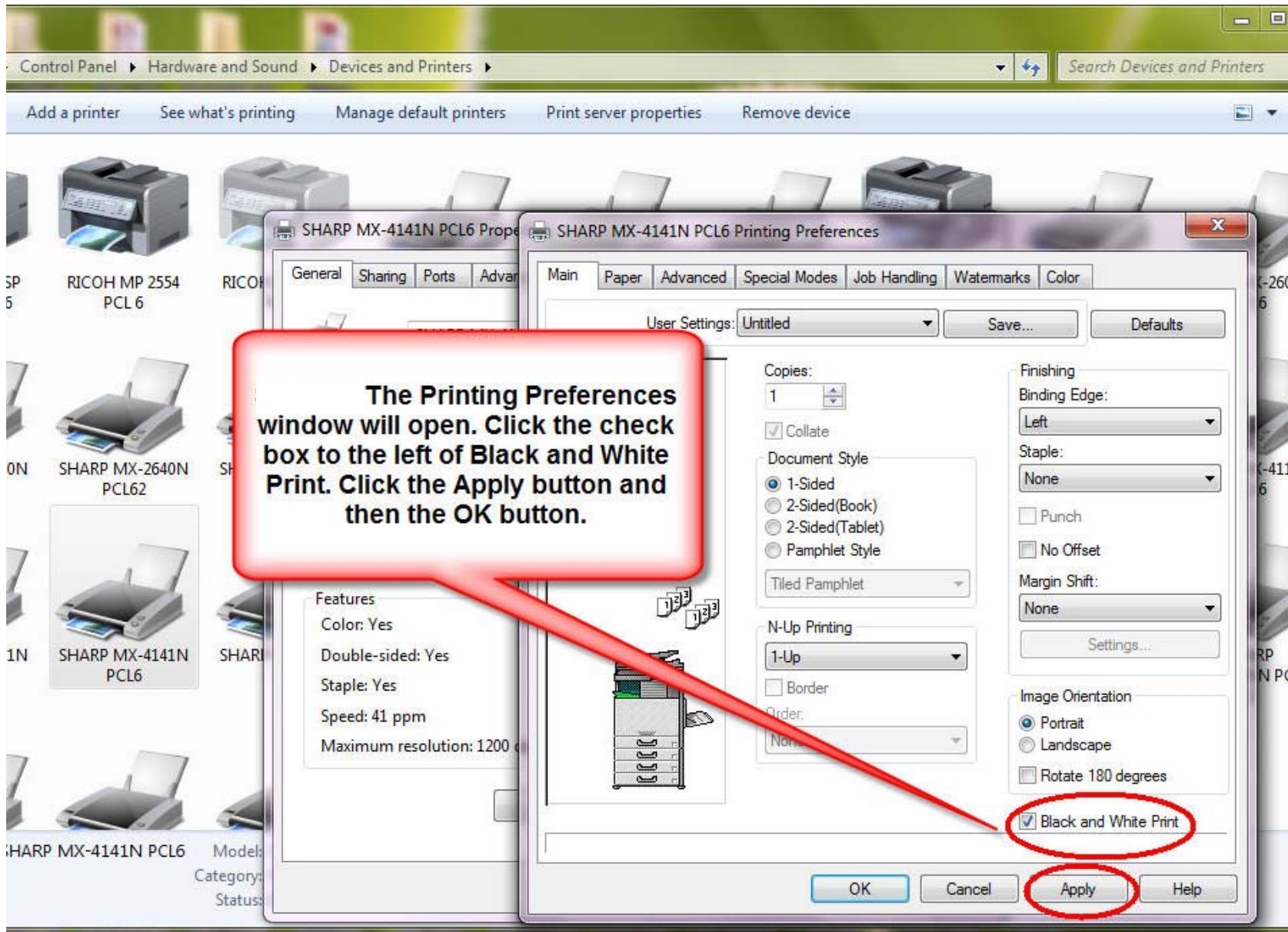
4. The Devices and Printers window will open. Locate your printer in the Devices and Printers window and right-click on your printer. A menu will open, click on Printer Properties. (see the image below)



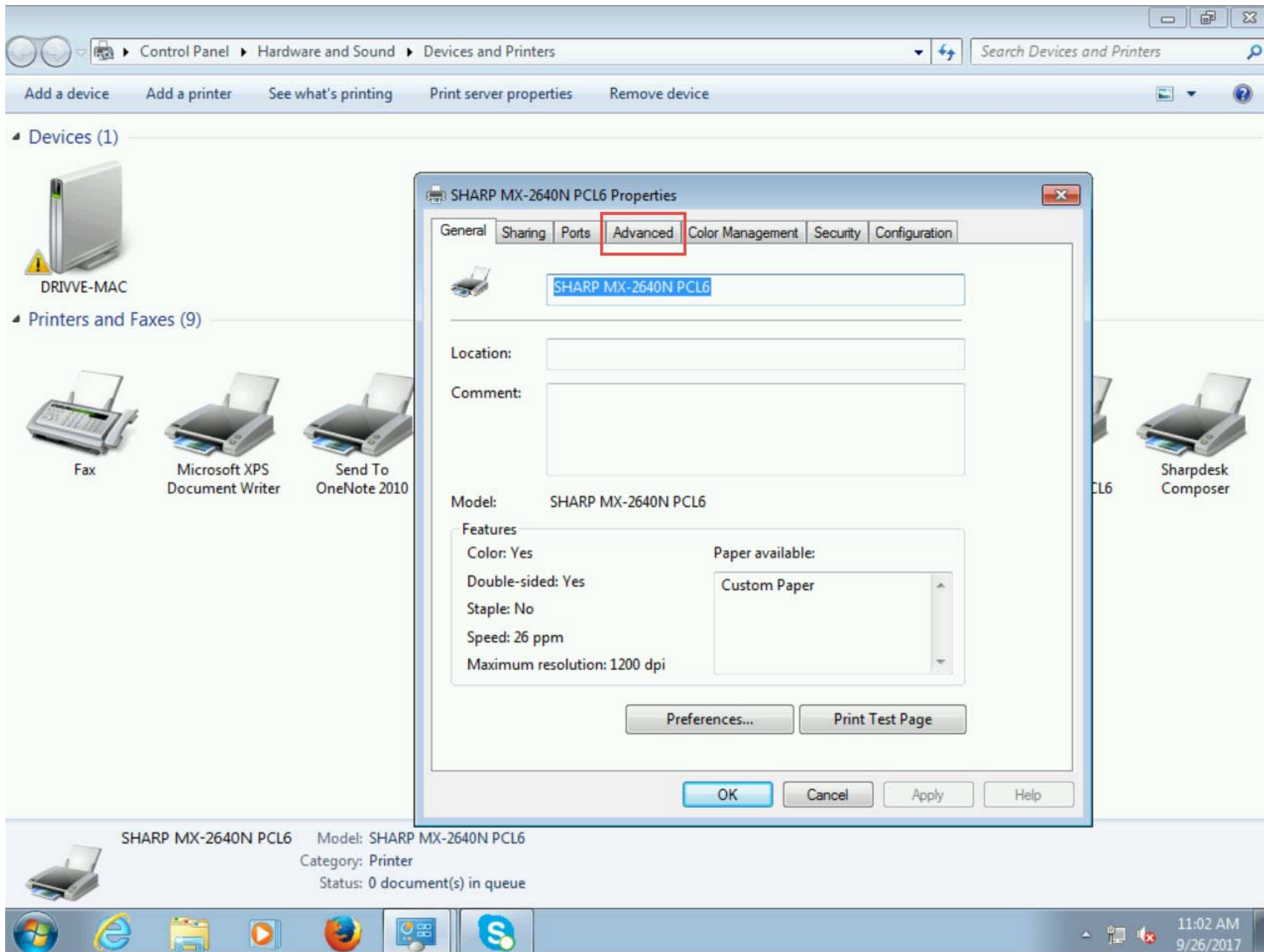
5. The Printer Properties window will open. Click on the Preferences button. (see the image below)



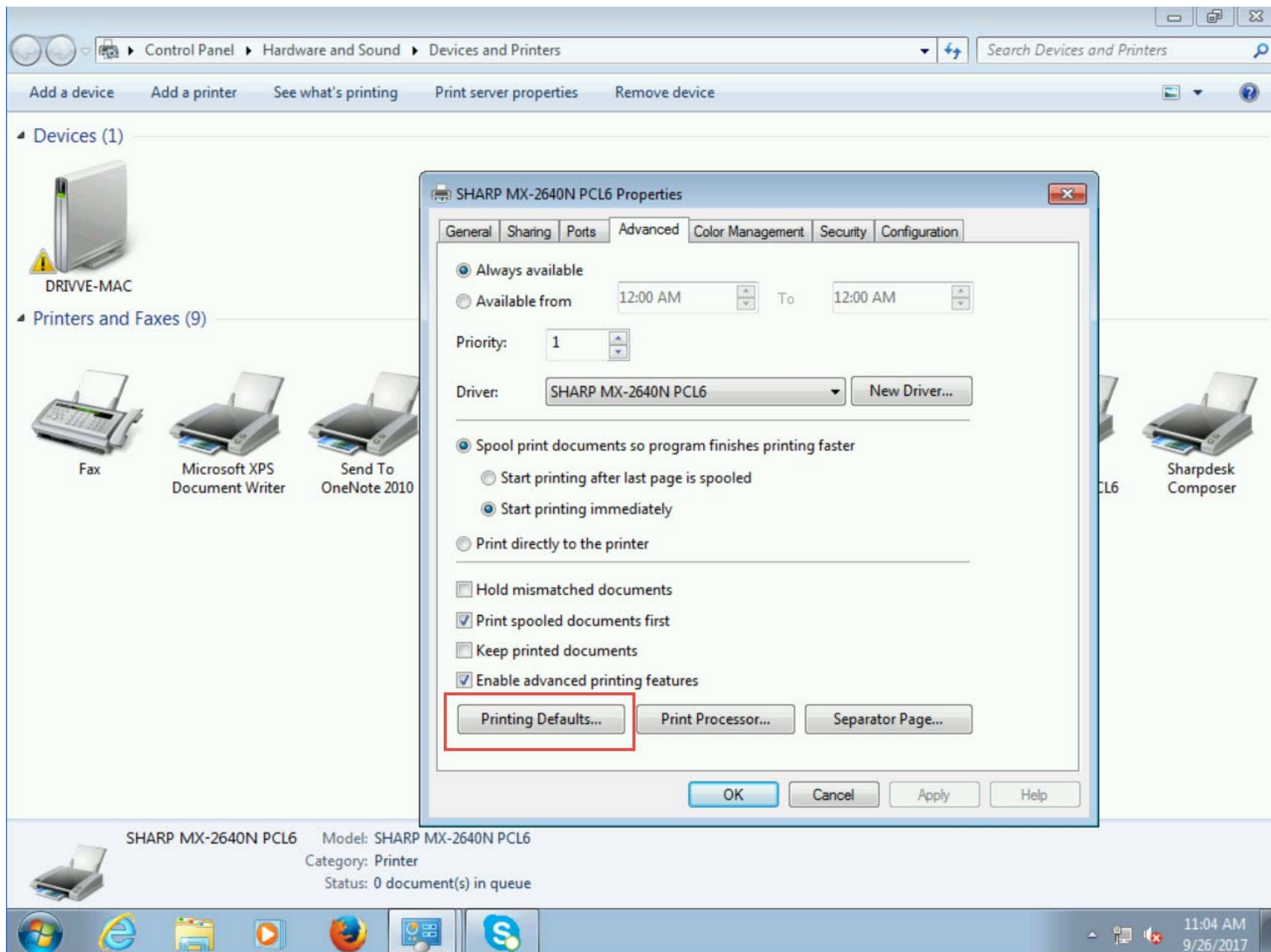
6. The Printing Preferences window open. Click on the checkbox to the left of Black and White Printing and click the Apply button. Click the OK button twice and close the Devices and Printers window. (see the image below)



7. The Properties window will open again. Click on the Advanced tab. (see the image below)



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



9. The Printing Defaults window will open. Click on the checkbox to the left of Black and White Printing and click the Apply button. Click the OK button twice and return to the Devices and Printers window. (see the image below)

Close the Devices and Printers window. Close the Control Panel window. ***This completes the steps.***

