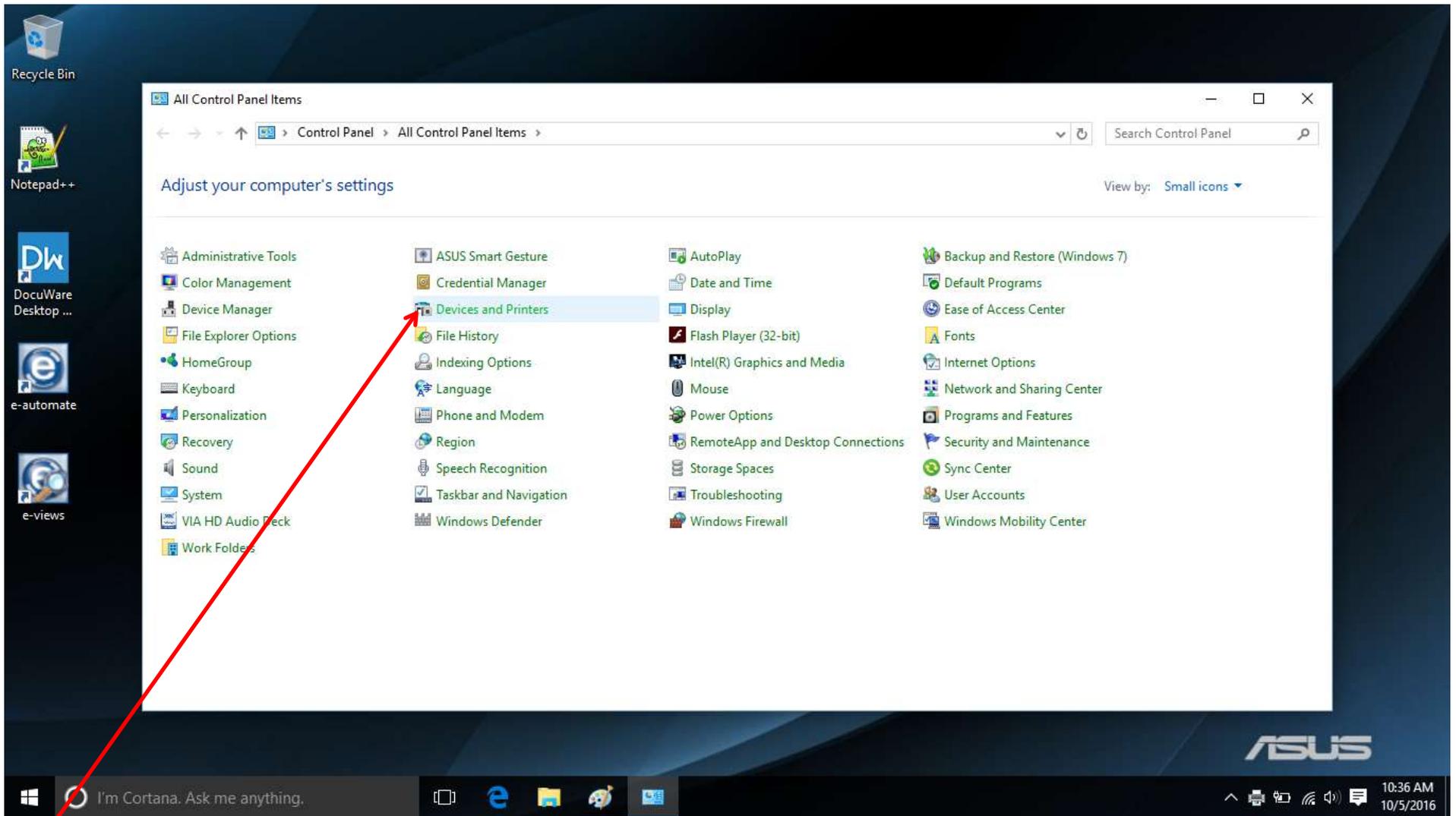


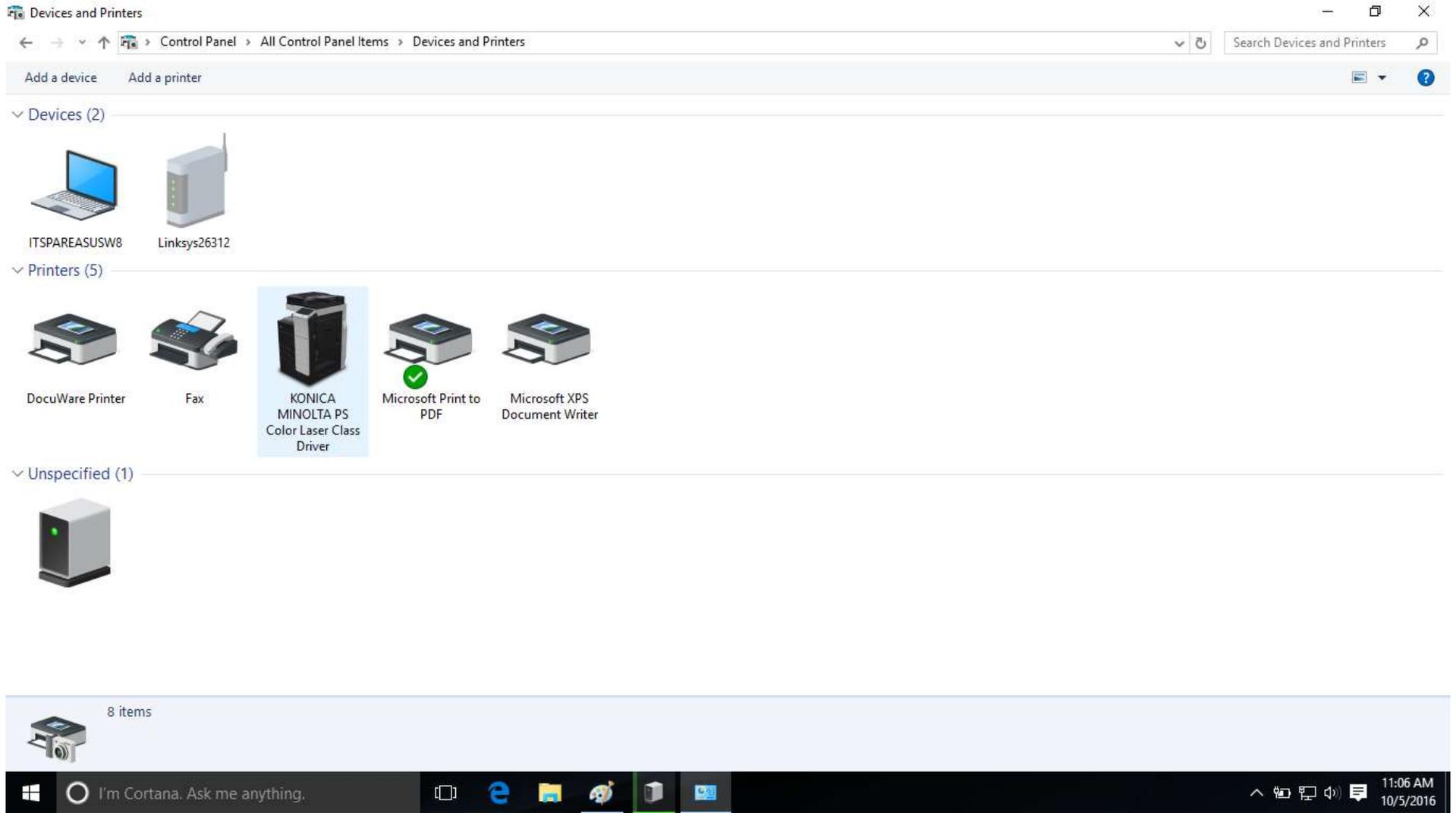
Many of our customers have decided to upgrade to Windows 10. The upgrade usually does not change the print driver but in some cases it will default the driver back to color. This will cause your color print counts to be higher along with your maintenance bill. Be sure to check your driver defaults after you upgrade to make sure they are set to black and white and not color. This will help keep accidental color prints to a minimum.

This document walks you through an example of how to check your driver defaults in Windows 10.

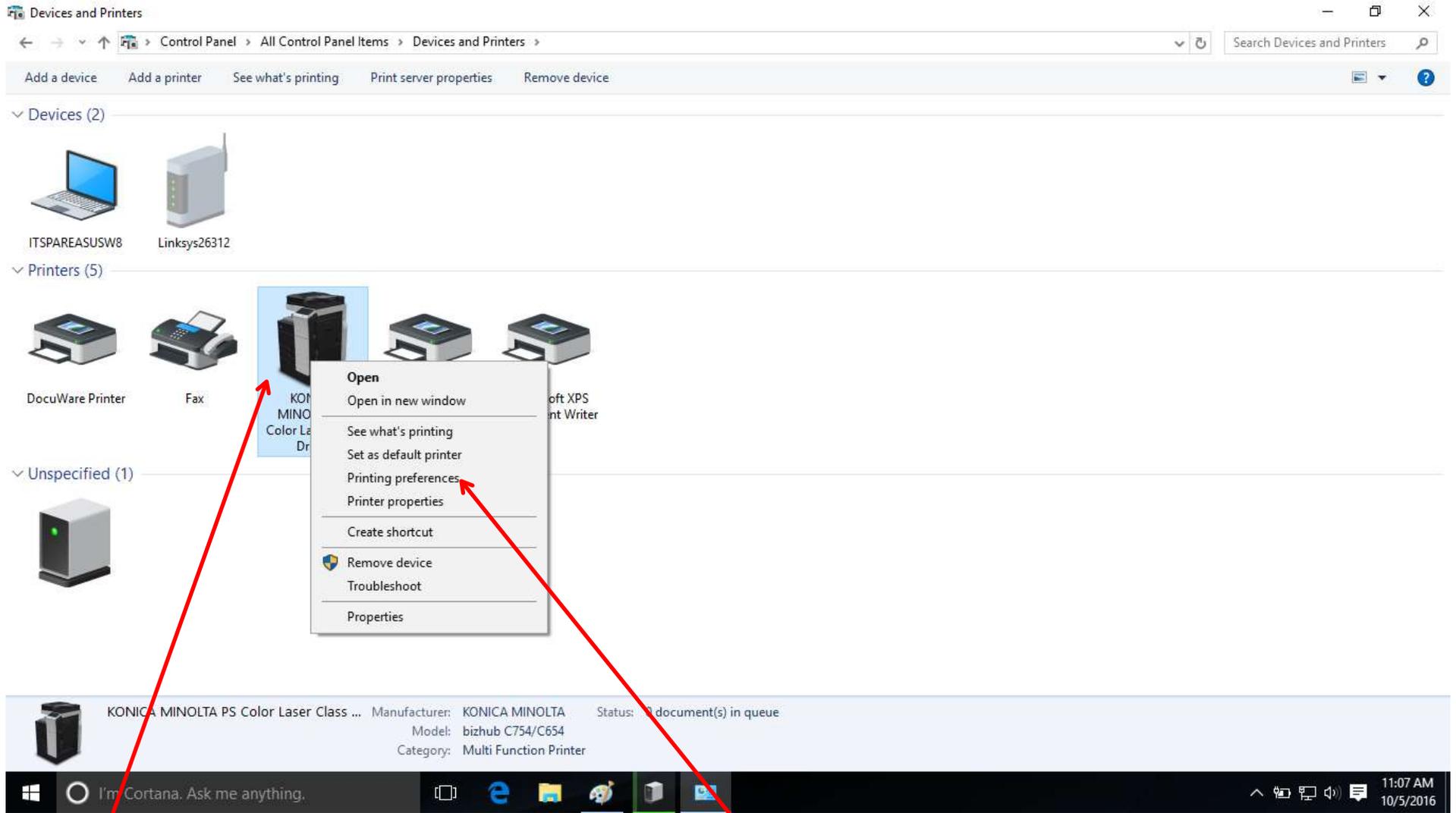
With your mouse, right click on the Windows Icon and choose Control Panel



Now select Devices and Printers



This will bring up your current list of printers.



Right click on the device and select Printing preferences.

The screenshot shows the Windows 'Devices and Printers' control panel window. The breadcrumb path is 'Control Panel > All Control Panel Items > Devices and Printers'. The left sidebar is organized into three categories: 'Devices (2)' containing 'ITSPAREASUSW8' (a laptop icon) and 'Linksys26312' (a router icon); 'Printers (5)' containing 'DocuWare Printer', 'Fax', and 'KONICA MINOLTA PS Color Laser Class Driver' (a large printer icon); and 'Unspecified (1)' containing an unidentified device icon. The 'KONICA MINOLTA PS Color Laser Class Driver' is selected, and its 'Printing Preferences' dialog box is open. The dialog box has a title bar 'KONICA MINOLTA PS Color Laser Class Driver Printing Preferences' and a close button. It features two tabs: 'Layout' and 'Paper/Quality', with 'Paper/Quality' selected. Under 'Orientation', a dropdown menu is set to 'Portrait'. A preview window shows a document with several lines of text. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons, along with an 'Advanced...' button. Below the dialog, a taskbar shows the printer's status: 'KONICA MINOLTA PS Color Laser Class ... Manufacturer: KONICA MINOLTA Status: 0 document(s) in queue Model: bizhub C754/C654 Category: Multi Function Printer'. The Windows taskbar at the bottom includes the Start button, Cortana search bar, taskbar icons, and system tray with the time '11:08 AM' and date '10/5/2016'.

**This will bring up the device preferences page.**

The screenshot shows the Windows 'Devices and Printers' control panel window. In the 'Printers (5)' section, the 'KONICA MINOLTA PS Color Laser Class Driver' is highlighted. A dialog box titled 'KONICA MINOLTA PS Color Laser Class Driver Printing Preferences' is open, with the 'Paper/Quality' tab selected. The 'Color' section shows the 'Black & White' radio button selected. A red arrow points from the printer icon in the control panel to the dialog box. Another red arrow points from the 'Paper/Quality' tab to the 'Black & White' radio button. A third red arrow points from the 'OK' button to the text 'Click Here then "Apply" and then "OK"'. A fourth red arrow points from the 'Apply' button to the same text. The dialog box also shows 'Paper Source' set to 'Automatically Select' and 'Media' set to 'Printer Default'. The 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom of the dialog box. The taskbar at the bottom shows the Windows logo, Cortana search bar, and system tray with the time 11:08 AM on 10/5/2016.

Click on the Paper/Quality tab and make sure the Color setting is set to Black & White. If it is not then select Black & White and then click on Apply and then OK.

The screenshot shows the Windows 'Devices and Printers' control panel window. The navigation path is 'Control Panel > All Control Panel Items > Devices and Printers'. The window contains three categories: 'Devices (2)' with 'ITSPAREASUSW8' (laptop) and 'Linksys26312' (router); 'Printers (5)' with 'DocuWare Printer', 'Fax', and 'KONICA MINOLTA PS Color Laser Class Driver' (highlighted); and 'Unspecified (1)' with an unspecified device. A dialog box titled 'KONICA MINOLTA PS Color Laser Class Driver Printing Preferences' is open, showing the 'Paper/Quality' tab. Under 'Tray Selection', 'Paper Source' is set to 'Automatically Select' and 'Media' is 'Printer Default'. Under 'Color', the 'Black & White' radio button is selected. At the bottom of the dialog are 'OK', 'Cancel', 'Apply', and 'Advanced...' buttons. Below the dialog, a printer status bar for the 'KONICA MINOLTA PS Color Laser Class Driver' shows 'Manufacturer: KONICA MINOLTA', 'Model: bizhub C754/C654', 'Category: Multi Function Printer', and 'Status: 0 document(s) in queue'. The Windows taskbar at the bottom shows the Start button, Cortana search, and several application icons, with the system tray displaying the time '11:09 AM' and date '10/5/2016'.

Your preferences screen should look like this. This will default all print jobs to be printed in Black & White versus Color.