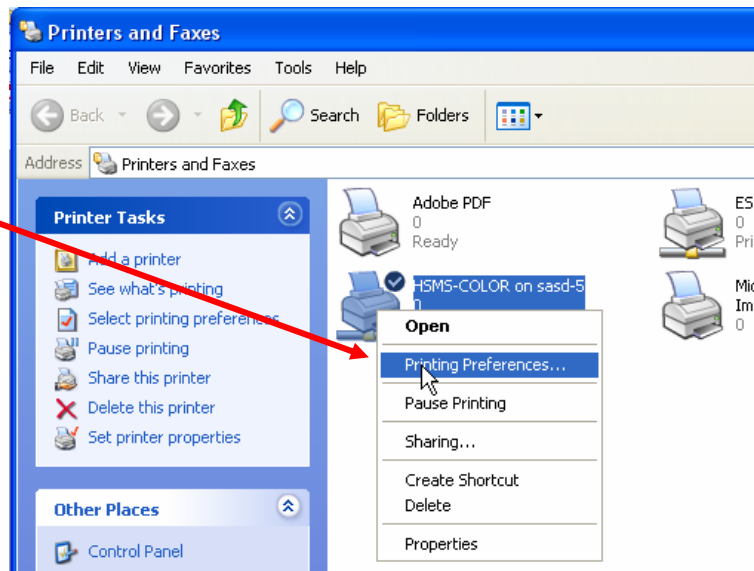


Changing the default preferences for the HSMS-COLOR Printer

1. Click on the green “Start” button at the lower left of the screen and then click on “Printers and Faxes”



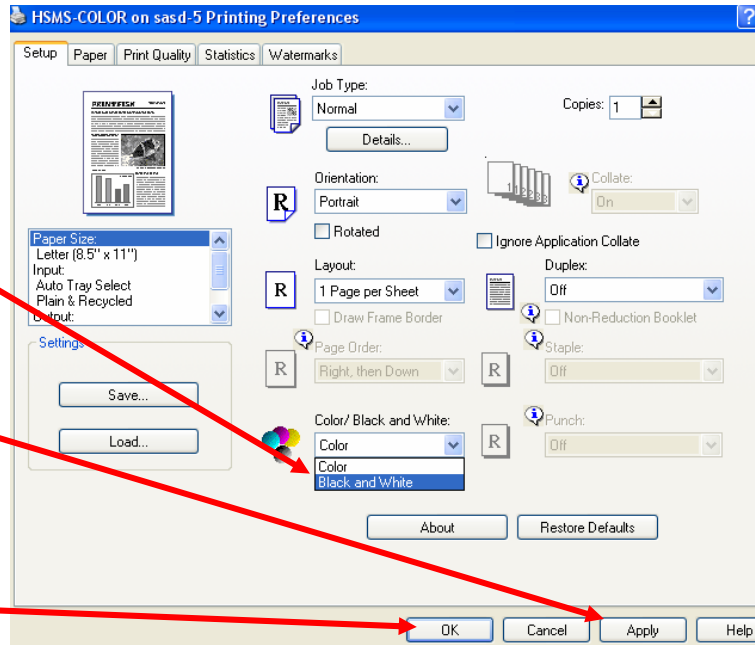
2. Right click on “HSMS-COLOR on sasd-5” and select “Printing Preferences...”



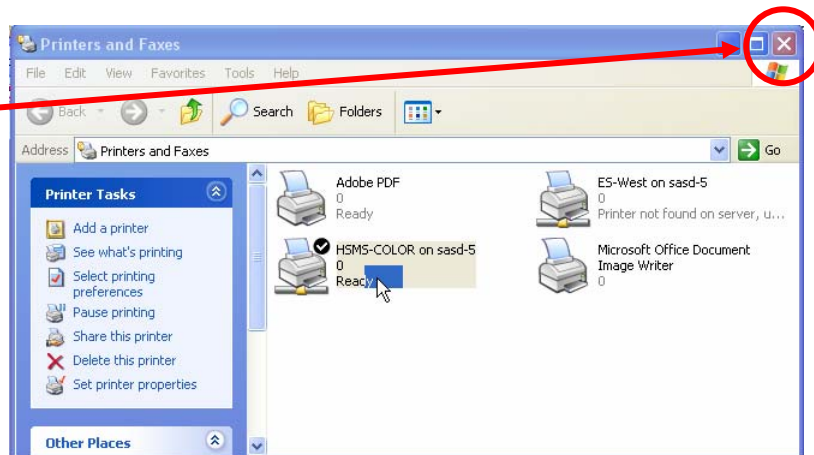
3. In the “Color/Black and White” drop down menu, select “Black and White”

4. Click on the “Apply” button (lower right)

5. Click on the “OK” button.



6. Close the Printers and Faxes window.



7. The end