

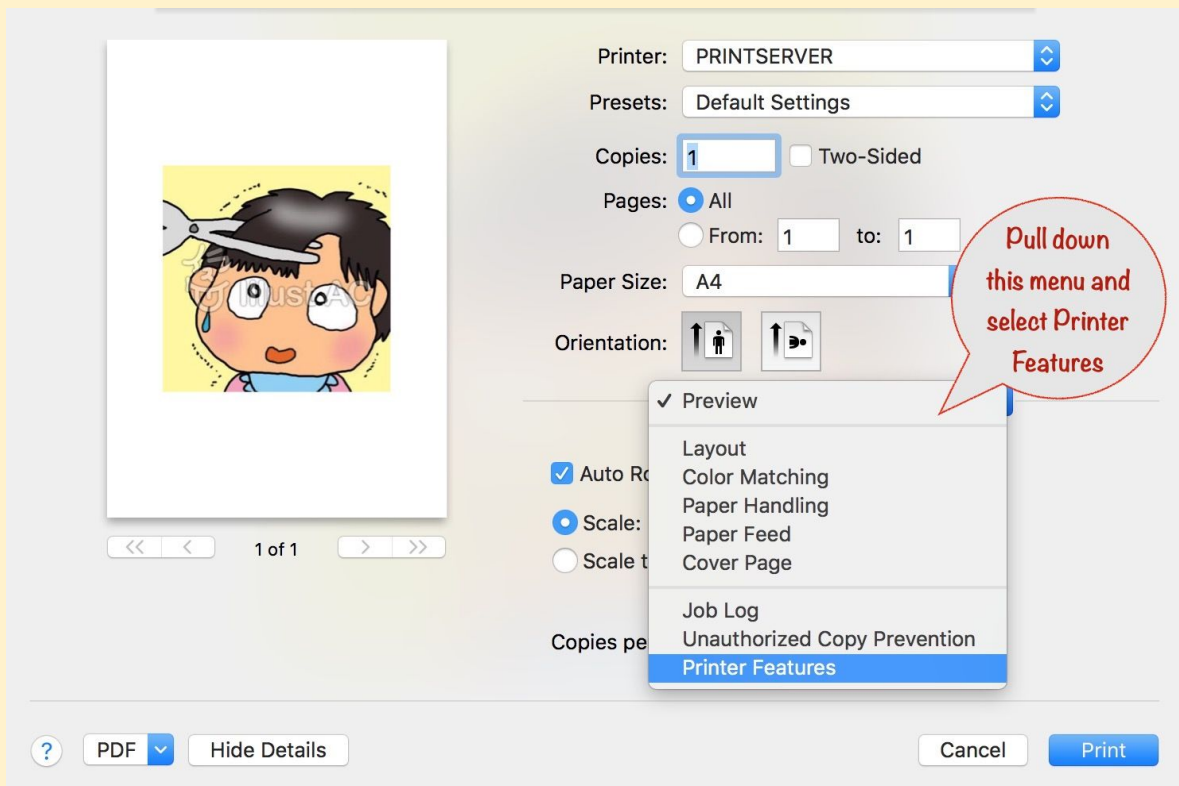
## How to Print in Black & White (PaperCut & Ricoh MFP)

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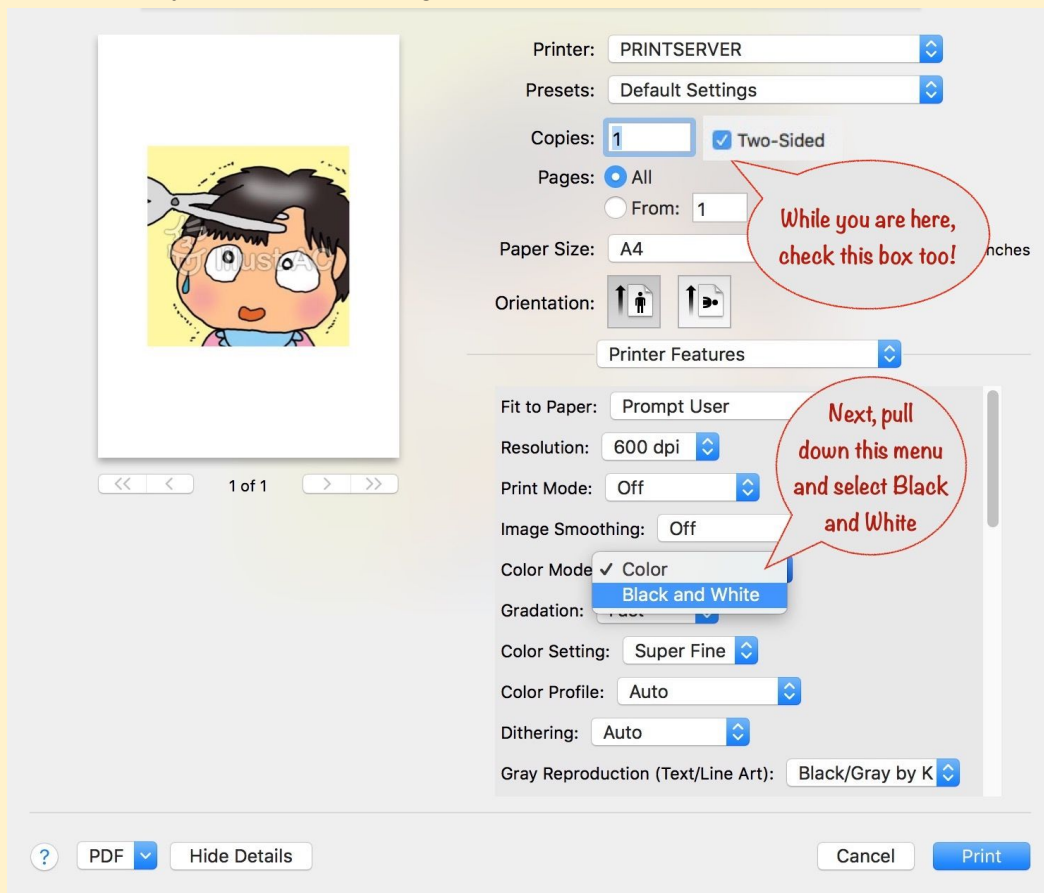
Suppose you're about to print this picture....



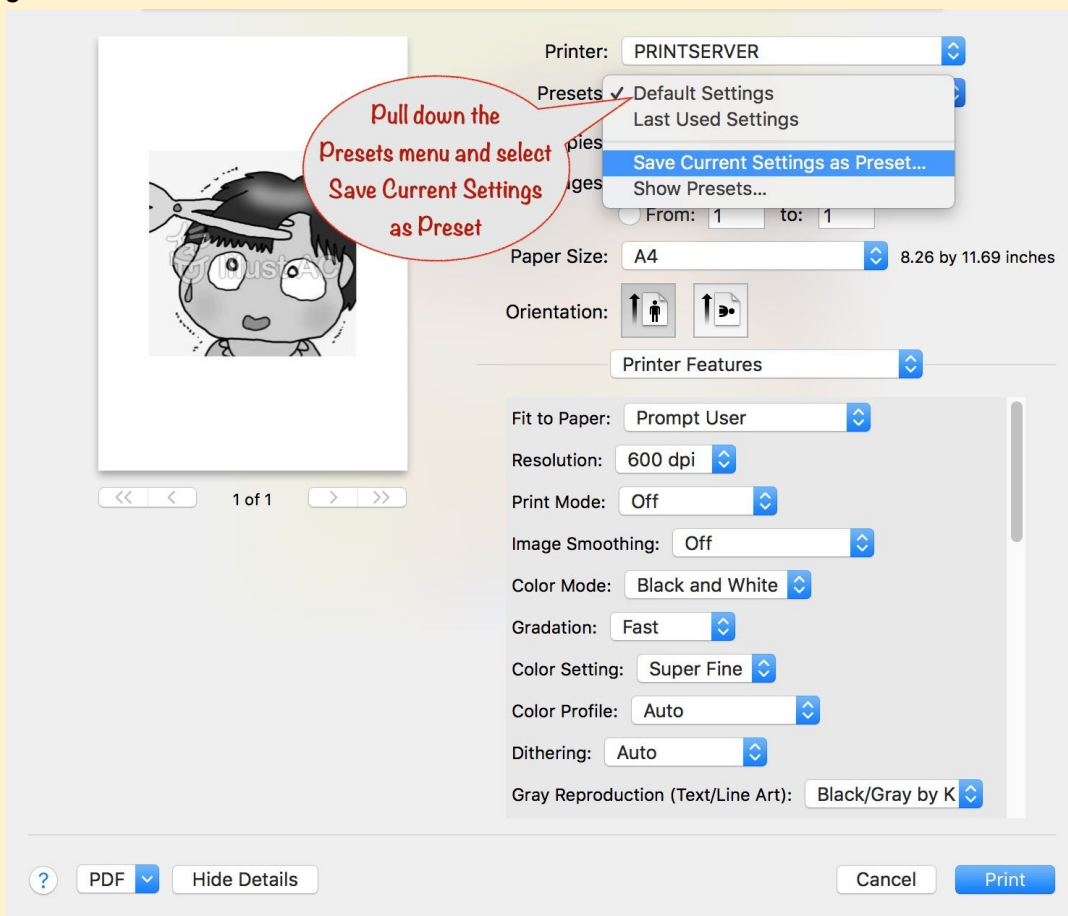
Open the print dialog as usual, but before you hit the Print button, pull down the application menu (see screenshot below) and open "Printer Features."



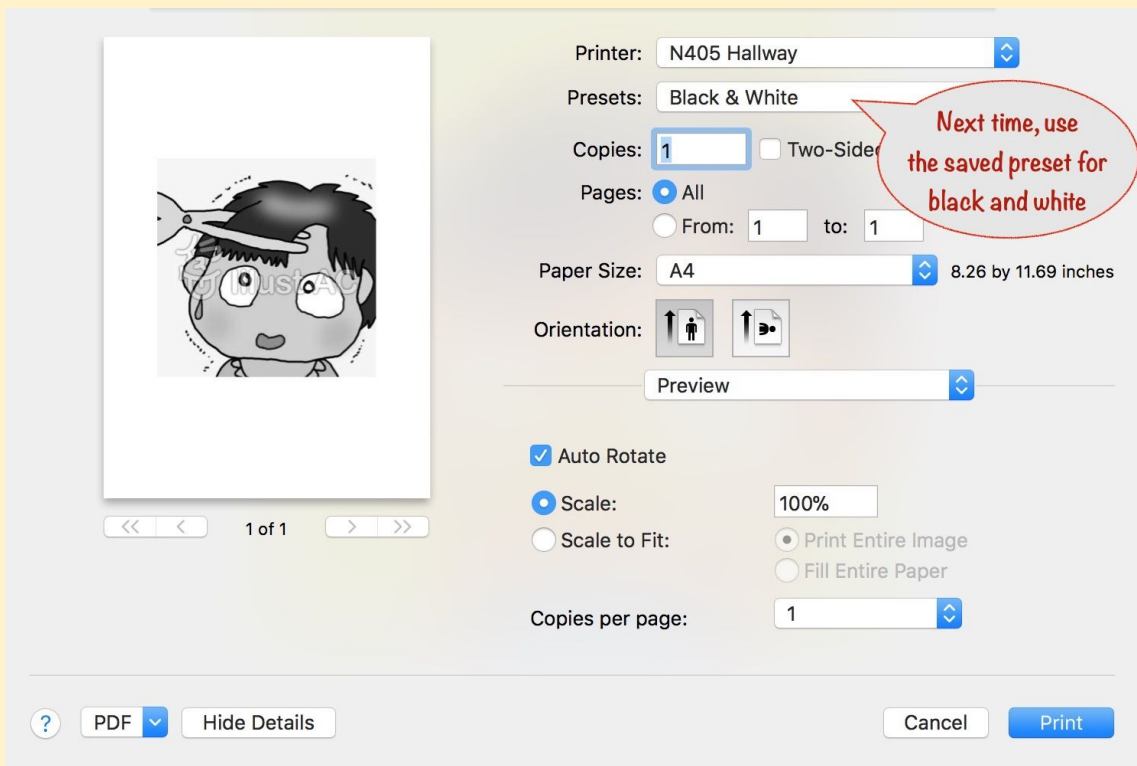
Next, pull down the “Color Mode” menu and select “Black and White.” While you are here, also check the “Two-Sided” box to make it your default setting.



Now, save the settings for black and white for future use. Pull down the “Presets” menu and select “Save Current Settings as Preset.” Name it “Black & White” and save it for next time.



Next time, just use the preset to print in black and white. It's easy!  
If you don't want to print two-sided, uncheck the box before printing.



Your prints will come out in black and white now!

