

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

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Suppose you're about to pirnt 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."

	Printer:	PRINTSERVER
	Presets:	Default Settings
	Copies:	1 Two-Sided
	Pages:	• All
		From: 1 to: 1 Pull down
	Paper Size:	A4 this menu and
	Orientation:	Image: Select Printer Select Printer Features
		Preview
	Auto Ro	Layout Color Matching
	Scale:	Paper Handling
	Scale t	Paper Feed Cover Page
		Job Log
	Copies pe	Unauthorized Copy Prevention
		Printer Features
? PDF 🔽 Hide Details		Cancel Print

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 deafault setting.

	Printer: PRINTSERVER
	Presets: Default Settings
	Copies: 1 Vo-Sided
	Pages: • All From: 1 While you are here,
	Paper Size: A4 check this box too! hches
	Orientation:
	Printer Features
	Fit to Paper: Prompt User Next, pull
	Resolution: 600 dpi ᅌ 🛛 down this menu
✓ ✓ 1 of 1 > >>>	Print Mode: Off I and select Black
	Image Smoothing: Off and White
	Color Mode 🗸 Color
	Gradation:
	Color Setting: Super Fine ᅌ
	Color Profile: Auto
	Dithering: Auto
	Gray Reproduction (Text/Line Art): Black/Gray by K ᅌ
? PDF V Hide Details	Cancel Print

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.

Printer: PRINTSERVER
Presets ✓ Default Settings Pull down the Last Used Settings Presets menu and select pies Save Current Settings as Preset Save Current Settings as Preset Paper Size: A4 826 by 11 69 inches
Orientation:
Fit to Paper: Prompt User
Resolution: 600 dpi ᅌ
I of 1 >>>> Print Mode: Off
Image Smoothing: Off
Color Mode: Black and White ᅌ
Gradation: Fast
Color Setting: Super Fine 🗘
Color Profile: Auto
Dithering: Auto
Gray Reproduction (Text/Line Art): Black/Gray by K ᅌ
? PDF V Hide Details Cancel Print

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.

	Printer: N405	6 Hallway	
	Presets: Black	x & White	
	Copies: 1 Pages: O All	Two-Side the saved preset for black and white	
	Paper Size: A4	n: 1 to: 1 8.26 by 11.69 inches	
	Orientation:		
	Preview	w 🗢	
	V Auto Rotate		
	Scale:	100%	
✓ ✓ 1 of 1 → >>	Scale to Fit:	Print Entire Image Fill Entire Paper	
	Copies per page:	1	
? PDF V Hide Details		Cancel Print	

Your prints will come out in black and white now!

