B&W Printing on the Pharos Copiers
Windows XP, Vista, and 7
Students, Staff, and Faculty

The Pharos Copiers are capable of printing both color and black & white print jobs and are billed by color detection. If you have color in your document and do not want it to print in color, you can force it to print black & white.

To force a job to print black & white:

1) After selecting the copier in the Print window, click on the “Preferences” button (may also be labeled as “Properties”).
2) In the lower right corner is a check box marked “Black and White Print” which will force the document to print in B&W. Put a check in this box and click “OK” to proceed.
3) Click “Print” to send the job.

At this point, the document will print in black & white and be billed at the B&W rate.

To make black & white printing the default option:

1) Go to the list of installed printers. On XP, go to the Start Menu and select “Printers and Faxes.” On Vista and 7, Select “Control Panel” from the Start Menu and then click on the Printer icon.
2) Right click on the copier (fgcopier, hpccopier, or lccopier) and select “Printing Preferences…”
3) Put a check next to “Black and White Print” and click OK.

At this point, the default color settings will be B&W on the copier.

Color can be re-enabled by removing the check from the “Black and White Print” option.