Printing a Job in Color

The default setting of your printer is Black and White. To change a print job to color

- 1. Click on Windows icon
- 2. Select Print icon. Print window appears
- 3. Click on Properties

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- 4. Five preference tabs appear. Default tab is Page/Output
- 5. Select the Color Options tab
- 6. Change the radio button option to Color
- 7. Click on OK
- 8. NOTE: Color remains your new preference, until you exit the application

