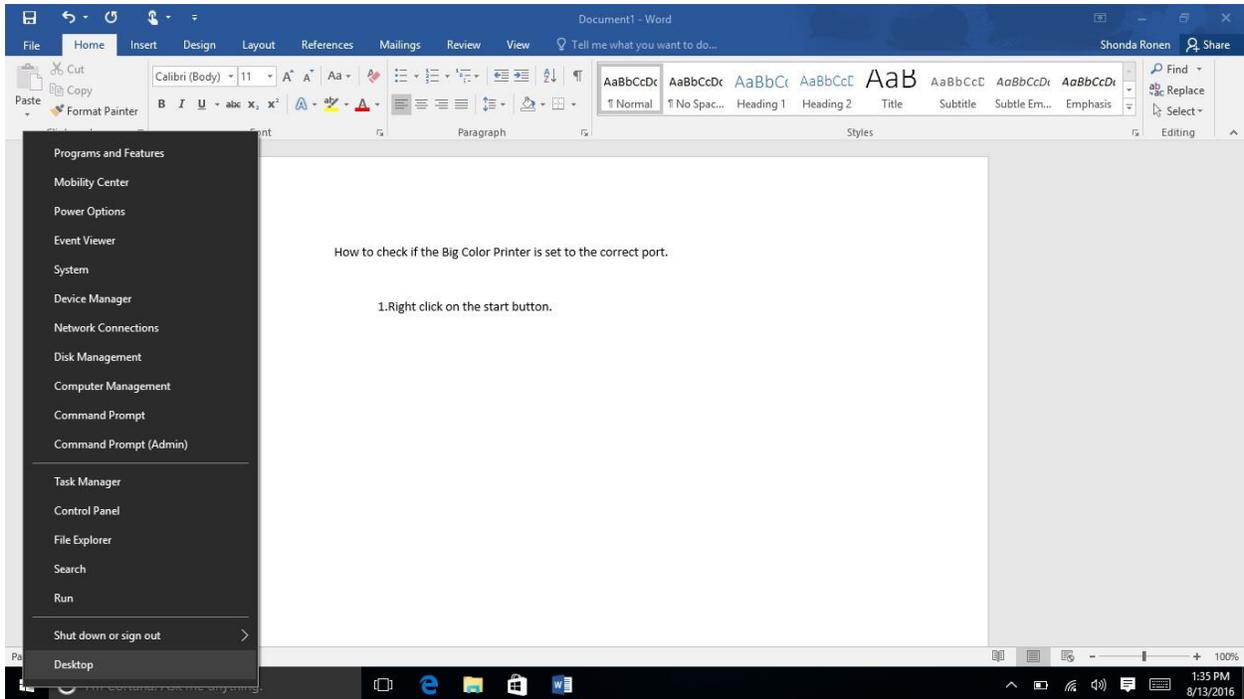
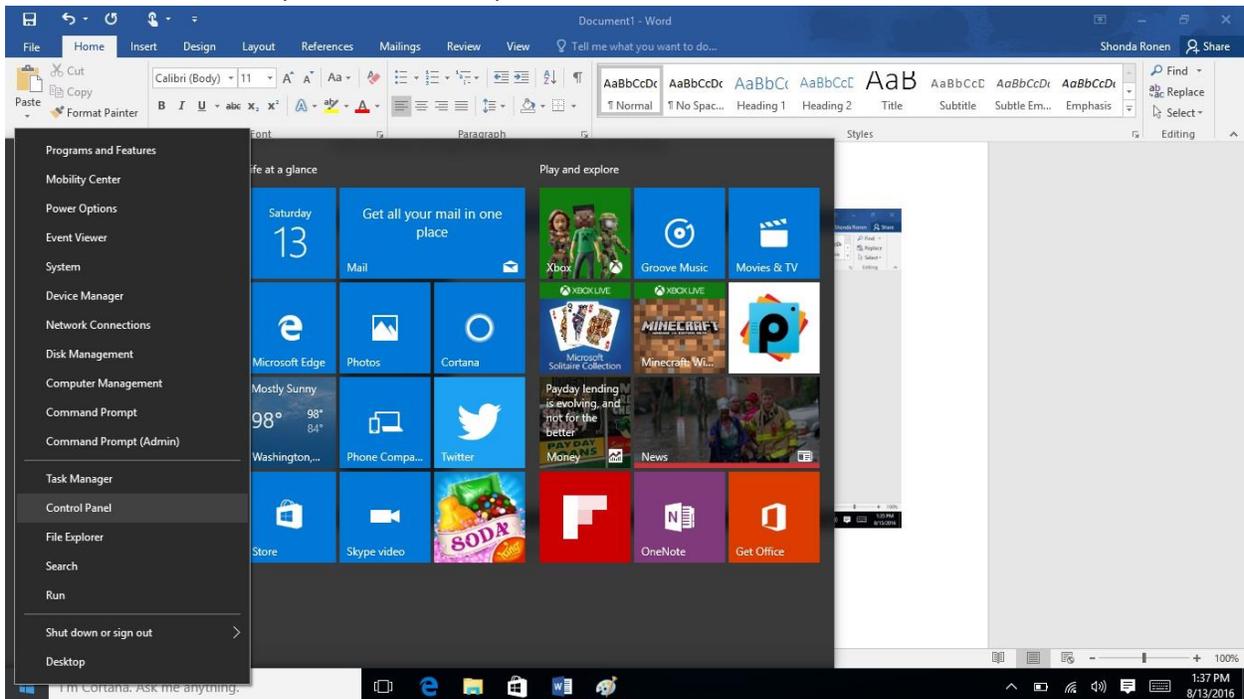


How to check if the Big Color printers preferences are set correctly for your printer jobs.

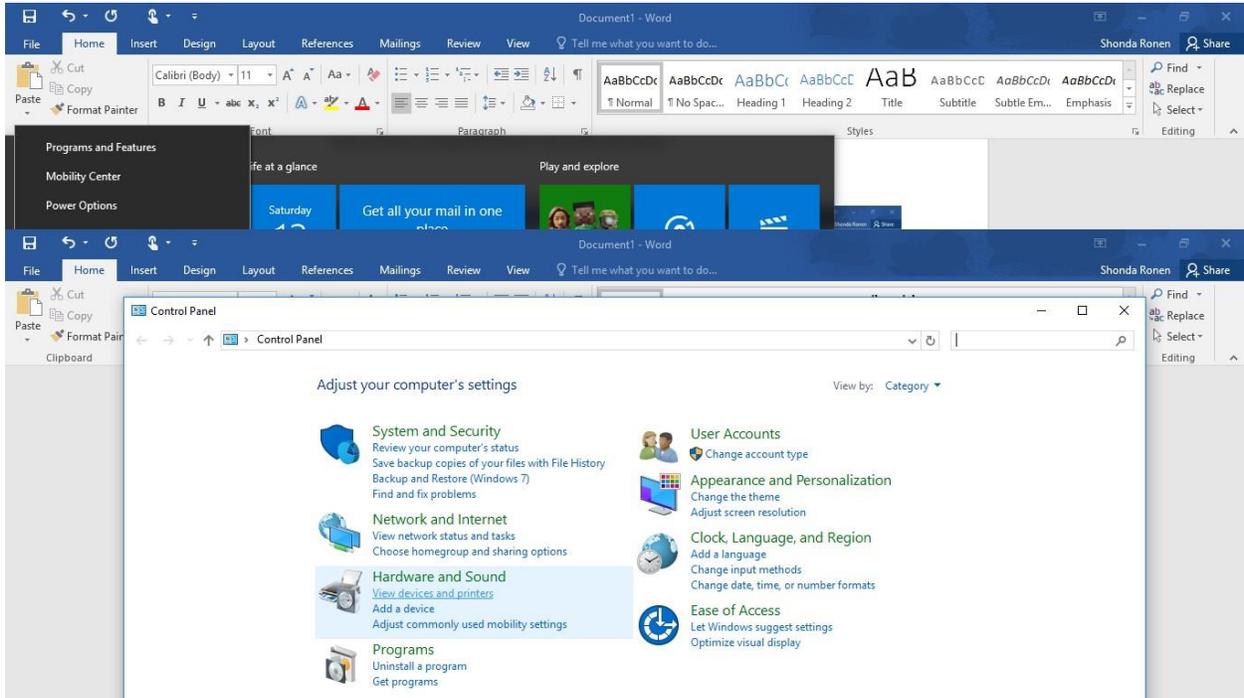
1.Right click on the start button.



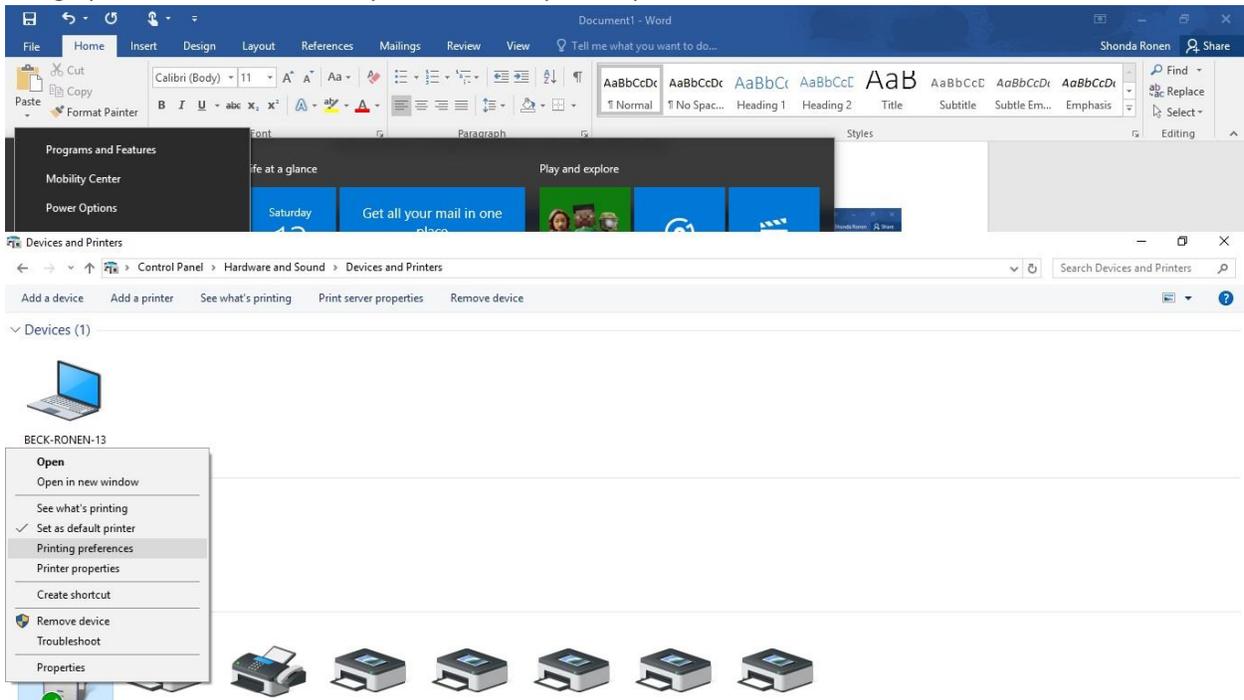
2. Select Control Panel (This is a Left Click).



3. In the Control Panel select view devices and printers (Left Click).

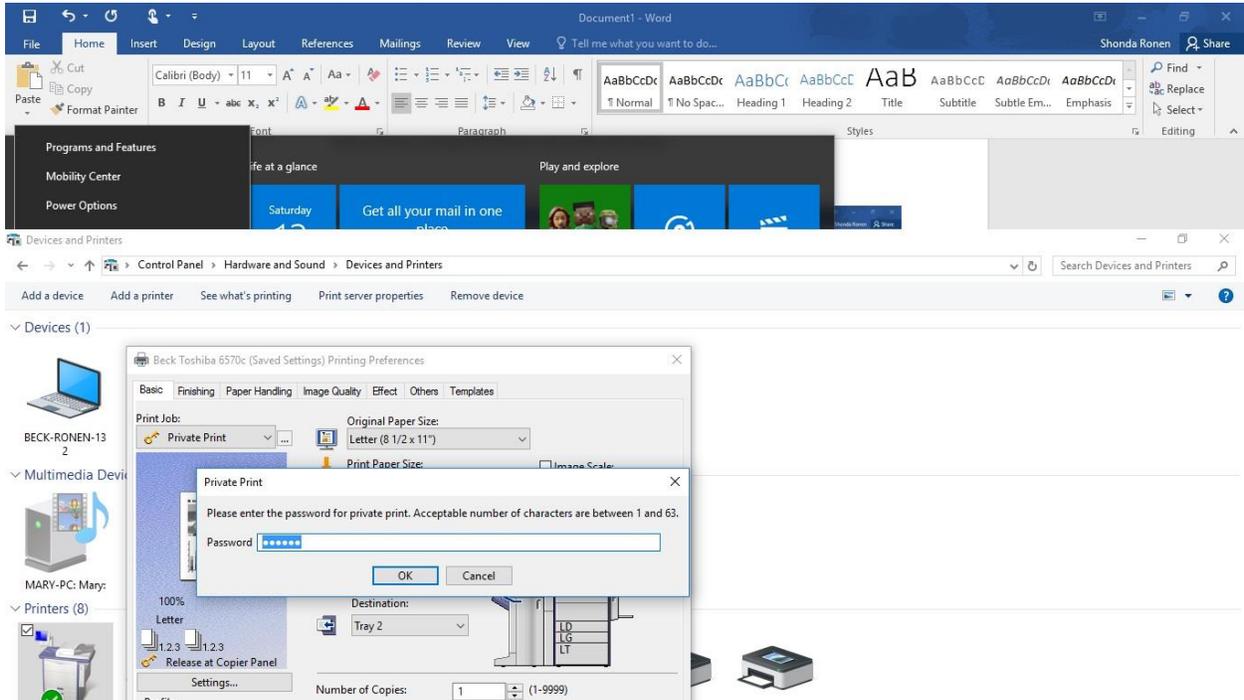


4. Once you see the printers you want to select the (Saved Settings) printer with a right click, this will bring up another menu where you can select printer preferences.

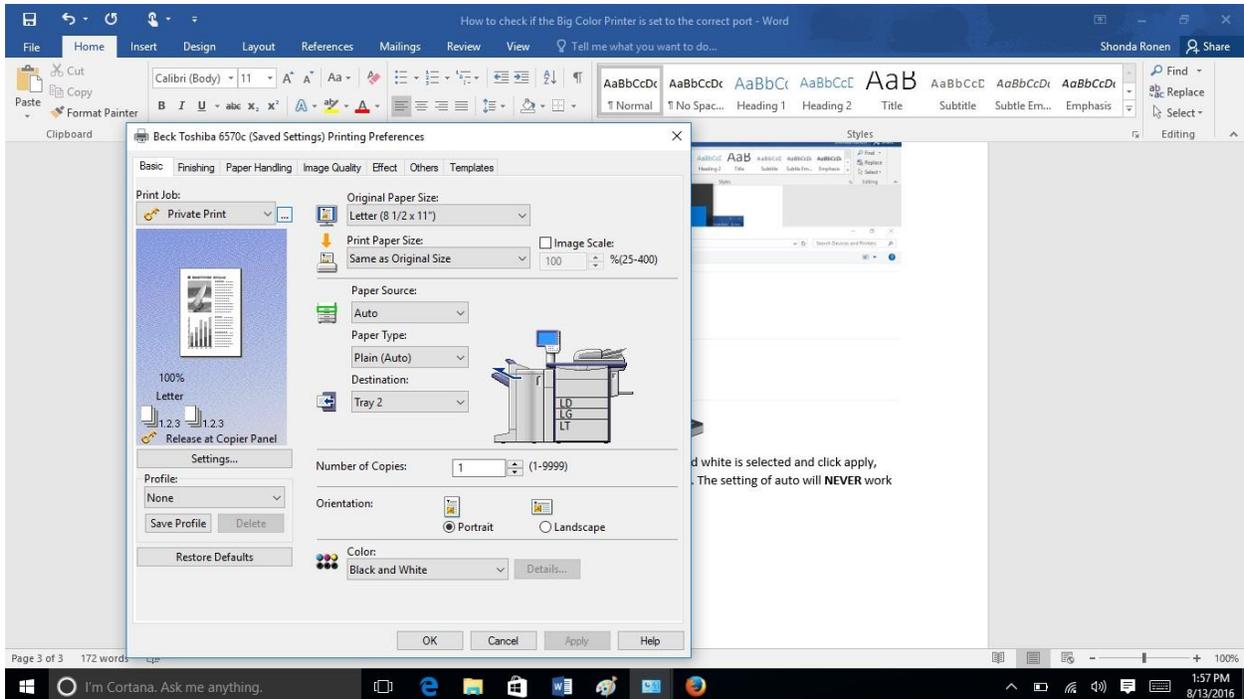


5. Once the printer preferences come up you can check your settings, this year we would like you to select private print from the drop down list and then enter your code in the box that will pop up. This

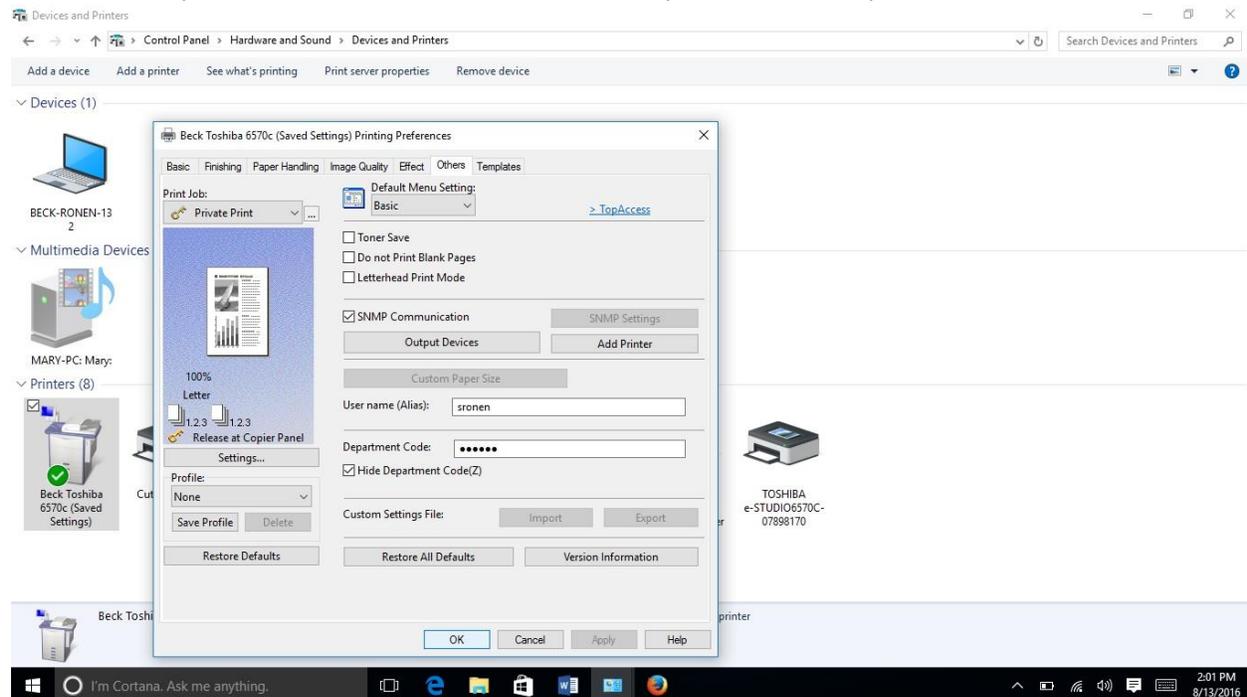
will prevent your jobs from printing until you get to the printer.



6. Down at the bottom of that same page make sure that Black and white is selected and click apply, when you are trying to print color you will be able to choose color. The setting of auto will **NEVER** work and will result in an error.



7. the final step is to left click the others tab and enter your code under your user name and click ok.



These steps are set up and saved for you but these steps will also help you will print jobs on your classroom desktops where you don't have a saved settings printer. They should not change unless you change the settings and then save those settings, we always want the default to be black and white or you will use color to print black by accident. Your black copies as always are unlimited but our color limit is 1600 copies.