




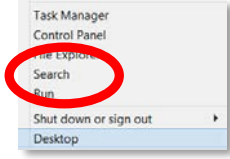
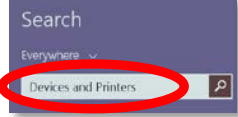
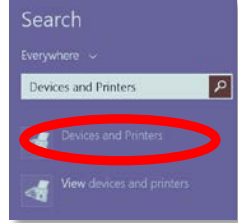
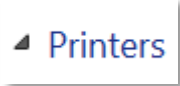

# Corsicana Independent School District

## How to Change Setting for Colored Printers & Copiers to Grayscale

Colored Printers and Copiers have a “C” in front of the Model Name

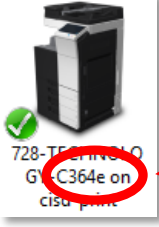
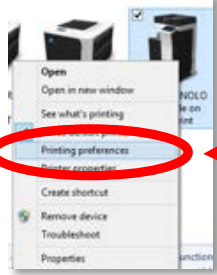
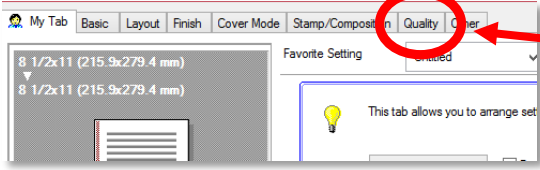
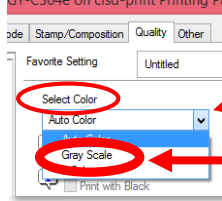
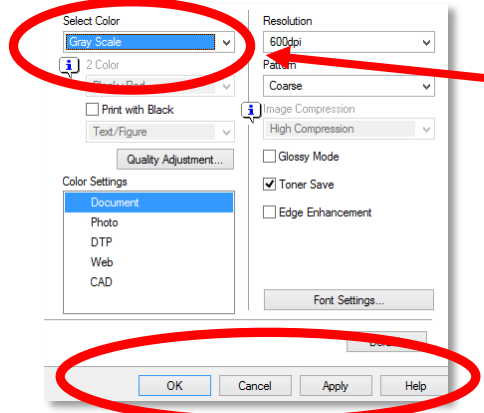
- C3100p
- C3110
- C364e

Make the following changes for any color copiers or printers that have been set up on your computer. This is a user/computer preference and must be done for any computer you log into if you set up a printer/copier. It also must be done manually for students.

	Right click on the <b>Windows icon</b> in the lower left corner
	Click on <b>Search</b>
	Type in <b>Devices and Printers</b>
	Locate & click on <b>Devices and Printers</b>
	Locate the <b>Printers</b> Section
	Printers are named by the (campus#--location--model#) 700-B201-3300p 700-PIEMS-C310  The “C” indicates a colored printer or copier



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	<p>Locate all printers and copiers that have a “C” in the model#</p>
	<p>Right Click on that printer/copier and select “Printing preferences”</p>
	<p>Select the “Quality” tab</p>
	<p>Click on the drop down arrow for “Select Color” Choose “Gray Scale”</p>
	<p>Confirm that <b>Gray Scale</b> is showing</p> <p>Click “Apply” then “OK”</p>
<p>Repeat this process for all color copiers and printers.</p>	