Setting BW Print Default

Go to Start button
Select Devices and Printers from Menu. (or can be found in Control Panel, if not listed)
A window showing all your devices will open

Locate the Icon for your copier

Right Mouse Click on the Icon of the copier

Select Printing Preferences from menu

The Printer Properties window will open.
On the General Tab select Preferences

In the Printing Preferences Window, Select the Image Options Tab.

Click on the box by Xerox Black and White Conversion to Select this option
There should be a Check in the Box
The Preview should now be BW
Click Apply and Ok